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

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Place du Portage , Phase III  
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Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

## National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

This document contains a Security Requirements

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

**Issuing Office - Bureau de distribution**

Business Management and Consulting Services Division /  
Division des services de gestion des affaires et de  
consultation

11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> ATIP consultants Services	
<b>Solicitation No. - N° de l'invitation</b> 47419-174847/B	<b>Date</b> 2016-01-18
<b>Client Reference No. - N° de référence du client</b> 1000324847	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZG-410-29773
<b>File No. - N° de dossier</b> 410zg.47419-174847	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-02-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagnon, Jocelyne C.	<b>Buyer Id - Id de l'acheteur</b> 410zg
<b>Telephone No. - N° de téléphone</b> (819)956-0575 ( )	<b>FAX No. - N° de FAX</b> (819)956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  <p style="text-align: center;">Specified Herein Précisé dans les présentes</p>	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> ATIP consultants Services	
<b>Solicitation No. - N° de l'invitation</b> 47419-174847/B	<b>Date</b> 2016-01-11
<b>Client Reference No. - N° de référence du client</b> 1000324847	<b>GETS Ref. No. - N° de réf. de SEAG</b>
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Instructions: See Herein

Instructions: Voir aux présentes

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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

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Offer solicitation No. 47419-174847/A, Public Works and Government Services Canada (PWGSC) would like to establish a National Individual Standing Offer (NISO) for the provision of Access to Information and Privacy Services.

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted; the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include: Pricing Schedule, Technical Evaluation Criteria, and Additional Certifications Requirements.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List and the Quarterly Standing Offer Business Volume Report.

### **1.2 Summary**

1.2.1 A National Individual Standing Offer (NISO) for the provision of Access to Information and Privacy (ATIP) Services on an 'as and when requested' basis is being put in place to assist the Identified User authorized to use the NISO to fulfill their requirement.

Advanced ATIP Consultants will be required for the ATIP Services.

PWGSC intends to authorize multiple Standing Offers for ATIP services to be provided in the National Capital Region as a result of this solicitation. Potential Offerors can submit an offer and they can propose up to a maximum of five (5) resources. Potential Offerors must clearly identify if the proposed resources are bilingual or English only.

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The proposed period of the Standing Offers (SOs) will be for four (4) years commencing from date of issuance of the SOs with an irrevocable option on the part of Canada to extend the period of the proposed SOs by up to three (3) additional 1-year periods.

1.2.2 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), and the Agreement on Internal Trade (AIT).

1.2.3 The resulting Standing Offers are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



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## **PART 2 - OFFEROR INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

#### **2.1.1 SACC Manual Clauses**

M0019T (2007-05-25) Firm Price and/or Rates  
M7035T (2013-07-10) List of Proposed Subcontractors

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### **2.3. Former Public Servant**

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

#### **Definitions**

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

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- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

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

## **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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



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marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

Offerors are to submit one (1) proposal for the entire requirement and can propose up to a maximum of five (5) resources. Canada requests that the Offeror clearly identify in its offer if the proposed resources are bilingual or English only and requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies);  
Section II: Financial Offer (2 hard copies);  
Section III: Certifications (1 hard copy);  
Section IV: Additional Information (1 hard copy).

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

#### **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Part 4, Evaluation Procedures, contains additional instructions that Offerors should consider when preparing their technical offer.

#### **Section II: Financial Offer**

A. Offerors must submit their financial offer in Canadian funds and in accordance with the Attachment 1 to part 3, pricing schedule and Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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**B.** Offerors must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

**C.** When preparing their financial offer, Offerors should review clause 4.1.2, Financial Evaluation, of Part 4 of the RFSO; Annex B, Basis of payment and article 7.5, Payment of Part 7 of the RFSO.

**D. Price Breakdown**

In their financial offers, Offerors must provide a firm all-inclusive hourly rate quoted in response to the pricing schedule detailed in Attachment 1 to Part 3. Under any resulting standing offer, Canada will not accept the travel and living expenses that may need to be incurred by the Offeror for any relocation of resources required to satisfy its contractual obligations.

In the price breakdown, the Applicable Taxes are to be shown separately.

**E. SACC Manual Clauses**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications**

In Section III of their offer, Offerors should provide the certifications required under Part 5 and, as applicable, any associated additional information.

**Section IV: Additional Information**

In Section IV of their offer, Offerors should include the following information:

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 Offeror to enter into communication with Canada with regards to:
  - their offer; and
  - any standing offer that may result from their offer.
4. For Part 2, article 2.3, Former Public Servant, of the RFSO: the required answer to each question; and, if the answer is yes, the required information; and
5. For Part 6, article 1, Security Requirement:
  - 1) the name of the individual;
  - 2) the date of birth of the individual; and
  - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting SO Clauses.

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



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### ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Offerors must complete this pricing schedule and include it in its financial offer. As a minimum, the Offeror must respond to this pricing schedule by inserting in its financial offer for each of the periods specified below its quoted firm all-inclusive hourly rate (in Cdn \$). The total amount of Applicable Taxes must be shown separately.

The rates specified below, when quoted by the Offeror, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- Work described in Part 7, Standing Offer and resulting Contract Clauses, of this offer solicitation required to be performed within the National Capital Region
- travel between the successful offerors place of business; and
- the relocation of resources

to satisfy the terms of any resulting standing offer. These expenses cannot be charged directly and separately from the professional fees to any call-ups against the standing offer that may result from the offer solicitation.

#### ATIP Services

##### Advanced ATIP Consultant

Resource Name	Initial Offer Period (4 year)  Firm All-Inclusive hourly rate (CAD \$) A	Optional Period 1  Firm All-Inclusive hourly rate (CAD \$) B	Optional Period 2  Firm All-Inclusive hourly rate (CAD \$) C	Optional Period 3  Firm All-Inclusive hourly rate (CAD \$) D	Total Firm All-Inclusive hourly rate (CAD \$)  This rate will be used for Evaluation purposes (A+B+C+D)
1.					
2.					
3.					
4.					
5.					

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the offers.

Each proposed resources will be evaluated separately. Offeror must submit a proposal and clearly indicating if the resources are bilingual or English only.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Joint Venture Experience

- a) 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.

- b) 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.

- c) 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 submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

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



that show in total 100 billable days.

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.

#### **4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4

#### **4.1.1.3 Point Rated Technical Criteria**

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

### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)**

**4.2.1.1** To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers (RFSO);
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum number of points (65%) specified in Attachment 1 to Part 4 for the point rated technical criteria.

**4.2.1.2** Offers not meeting 4.2.1.1 (a) or (b) or (c) above will be declared non-responsive. Neither the responsive offer obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

**4.2.1.3** The lowest evaluated price of all responsive offers will be identified and a pricing score, determined in the example below, will be allocated to each responsive offer (40%).

**4.2.1.4** The highest technical merit score, determined in the example below, will be allocated to each responsive offer (60%).

**4.2.1.5** The combined rating of technical merit and price of each responsive offer will be determined in accordance with the example below.

**4.2.1.6** The responsive offers will be ranked in descending order of combined rating of technical merit and price per resources; the responsive offer with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive offers in descending order of combined rating of technical merit and price, up to a maximum of ten (10) responsive offers will be recommended for issuance of a Standing Offer. In the event two or more responsive offers have the same highest combined rating of technical merit and price, these offers will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive offer obtaining the highest overall score being ranked the highest.



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**Example:**

		Resources	Points	Total Firm All-Inclusive hourly rate (CAD \$) (Refer to Attachment 1 to Part 3)
Offeror A	Advanced ATIP Consultant	Jocelyne	90%	\$100
	Advanced ATIP Consultant	Claude	80%	\$120
	Advanced ATIP Consultant	Pierre	95%	\$115
Offeror B	Advanced ATIP Consultant	Ingrid	95%	\$110
Offeror C	Advanced ATIP Consultant	Robert	70%	\$95
	Advanced ATIP Consultant	Marc	80%	\$95

**Highest combined rating of technical merit (60%) and price (40%)**

Advanced Consultants

	Offeror A Jocelyne	Offeror A Claude	Offeror A Pierre	Offeror B Ingrid	Offeror C Robert	Offeror C Marc
Technical Points	90%	80%	95%	95%	70%	80%
Price Quoted	\$100	\$120	\$115	\$110	\$95	\$95

CALCULATION			
	Technical Points	Rated Price Points	Total Points
Offeror A Jocelyne	$\frac{90}{95} \times 60 = 56.84$	$\frac{**95}{100} \times 40 = 38$	94.84 (1 <sup>st</sup> )
Offeror A Claude	$\frac{80}{95} \times 60 = 50.52$	$\frac{**95}{120} \times 40 = 31.66$	82.18 (6 <sup>th</sup> )
Offeror A Pierre	$\frac{95}{95} \times 60 = 60$	$\frac{**95}{115} \times 40 = 33.04$	93.04 (3 <sup>rd</sup> )
Offeror B Ingrid	$\frac{95}{95} \times 60 = 60$	$\frac{**95}{110} \times 40 = 34.54$	94.54 (2 <sup>nd</sup> )
Offeror C Robert	$\frac{75}{95} \times 60 = 47.36$	$\frac{**95}{95} \times 40 = 40$	87.36 (5 <sup>th</sup> )
Offeror C Marc	$\frac{80}{95} \times 60 = 50.52$	$\frac{**95}{95} \times 40 = 40$	90.52 (4 <sup>th</sup> )
* Represents the highest technical point (including Bonus Points)			
** Represents the lowest priced proposal			

Ranking:

1<sup>st</sup> = Offeror A (Jocelyne) / 2<sup>nd</sup> = Offeror B (Ingrid) / 3<sup>rd</sup> = Offeror A (Pierre) / 4<sup>th</sup> = Offeror C (Marc) / 5<sup>th</sup> = Offeror C (Robert) / 6<sup>th</sup> = Offeror A (Claude)

## ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

For each of the mandatory and point rated requirements listed below, the Offerors must demonstrate by using project descriptions as executed by the proposed Advanced ATIP Consultant (up to a maximum of 5 resources).

The project description should include the following:

- a. Name of the proposed resource
- b. Language of the resources (English and/or Bilingual)
- c. Project Title
- d. Description of project
- e. List of tasks performed by the Offeror
- f. Start and end date of project (if end date applies) (dates must include month and year)
- g. Start and end date when the Offeror actually worked in this capacity on this project (dates must include month and year)

**\*\*** Merely stating the experience is not sufficient and the Offerors will be deemed non-responsive. When providing project description information, be mindful of contract obligations and limitations on information sharing**\*\***

Example: If the mandatory and point rated criteria demands experience in gathering, analyzing and validating findings, it is not sufficient just to state the Offeror has experience gathering, analyzing and validating findings. The experience must be demonstrated and a reference made to the specific location in the resume where corroborating information can be located in the manner indicated above.

The Standing offer Authority reserves the right to request reference(s)\* from any of the Offeror's listed projects to verify and validate the information stated in the offer. If the reference is unable to verify or validate the information stated in the offer, the offer will be deemed non-responsive.

The Offeror's documentation must include detailed Curriculum Vitae (Resume) of the proposed candidates as part of the technical offer. Indicate the location in your offer where the requested information can be found for both the mandatory and point rated requirements.

Warning: Offerors are required not to disclose protected information in the description of their project, if so bids will be deemed non-responsive.

### \*Reference

A reference to verify work performed MUST be a reference provided by a "Client" group or for work conducted in the capacity of the Offeror as an employee. In other words, it cannot be from a colleague or a subordinate, etc.

### Contents

Table 1 – Mandatory Criteria, Advanced ATIP Consultant

Table 2 – Point Rated Criteria, Advanced ATIP Consultant

## 1. Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement per resources.



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

Table 1 – Mandatory Criteria - Advanced ATIP Consultant		
The Offeror's proposed resource Name: _____		
Language: _____		
	Description	MET/NOT MET
M1	The Offeror <u>must</u> demonstrate that the proposed resource has a minimum of 10 years' experience processing requests under the Access to Information Act and the Privacy Act within the last 15 years.	
M2	The Offeror must provide two Client Project references that demonstrate that the proposed resource has worked on projects as an Advanced ATIP consultant. These references must: <ul style="list-style-type: none"> <li>i. Be from two different projects;</li> <li>ii. Have included performing analysis, review and response preparation for complex and sensitive requests and complaints under the Access to Information Act and the Privacy Act;</li> <li>iii. Have been completed within the last five years.</li> </ul>	
M3	The Offeror must demonstrate that the proposed resource has a minimum of three (3) years of experience developing and delivering training related to the release of records in response to requests under the Access to Information Act and the Privacy Act.	

## 2. Point Rated Technical Criteria

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

Offers which fail to obtain the required minimum number of points of 65% (68/105) specified below will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Table 2– Point rated Criteria, Advanced ATIP Consultant			
The Offeror's proposed resource Name: _____			
Language: _____			
Experience:			
No	Point Rated Technical Criterion	Offer Preparation Instructions	Weighting (Points)
RT1	Points will be awarded, up to a maximum of thirty (30) points for	- Demonstrated experience with the following legislation and directives:	15 Points



	<p>each project (max 2), where the Offeror demonstrates that the proposed resource has experience:</p> <p>(Maximum of 60 points)</p> <p>The projects do not need to be the same two projects as submitted for M1 though they have to respect the mandatory timeframes of M1. Therefore, the 2 projects evaluated under RT1 have to be within the last fifteen years.</p>	<ul style="list-style-type: none"> <li>• Access to Information Act or Privacy Act</li> <li>• Regulations with respect to Access to Information or Privacy</li> <li>• Treasury Board Secretariat Frameworks, Policies, Directives and Guidelines on Access to Information or Privacy</li> </ul> <ul style="list-style-type: none"> <li>- Demonstrated experience with the following legislation: <ul style="list-style-type: none"> <li>• Customs Act or</li> <li>• Immigration and Refugee Protection Act</li> </ul> </li> <li>- Demonstrated experience in the processing of files under any organization in the Public Safety Canada Portfolio</li> <li>- Demonstrated experience in the processing of requests over 5, 000 pages that relate to National Security</li> </ul>	<p><b>5 Points</b></p> <p><b>5 Points</b></p> <p><b>5 Points</b></p>
<b>RT2</b>	<p>Points will be awarded, up to a maximum of fifteen (15) points for each project (max 2), where the Offeror demonstrates that the proposed resource has experience administering policies and procedures related to the release of records in response to sensitive and complex requests under the Access to Information and Privacy Acts:</p> <p>(Maximum of 30 points)</p> <p>The projects do not need to be the same two projects as submitted for M1 though they have to respect the mandatory timeframes of M1. Therefore, the 2 projects evaluated under RT1 have to be within the last fifteen years.</p>	<ul style="list-style-type: none"> <li>- Demonstrated experience performing the analysis, review and preparation of responses to sensitive and complex requests under the Access to Information Act</li> <li>- Demonstrated experience performing the analysis, review and preparation of responses to sensitive and complex requests under the Privacy Act</li> <li>- Demonstrated experience processing complaints on sensitive and complex requests under the Access to Information and Privacy Acts</li> <li>- Demonstrated experience developing and delivering ATIP related training</li> <li>- Demonstrated experience administering policies and procedures related to the release of records in response to sensitive and complex requests under the Access to Information and Privacy Acts</li> <li>- Demonstrated experience in the processing of access and privacy</li> </ul>	<p><b>3 Points</b></p> <p><b>3 Points</b></p> <p><b>2 Points</b></p> <p><b>2 Points</b></p> <p><b>3 Points</b></p> <p><b>2 Points</b></p>

		requests in federal government organizations of comparable size and complexity to that of CBSA	
<b>RT3</b>	<p>Points will awarded, up to a maximum of 15 points, for the resource providing a one to two page discussion paper on the provisions of the Access to Information Act and related regulations and jurisprudence and how they apply to the Major Headings of the Access to Information Act:</p> <p>(Maximum 15 points)</p>	<p><b><u>Writing</u></b></p> <ul style="list-style-type: none"> <li>- Excellent writing ability with no grammatical and spelling errors;</li> <li>- Well written with less than five grammatical and spelling errors;</li> <li>- Not well written with more than five grammatical and spelling errors.</li> </ul> <p><b><u>Analytical Skills</u></b></p> <ul style="list-style-type: none"> <li>- Offeror demonstrates the ability to analyze all major headings of the Access to Information Act;</li> <li>- Response demonstrates the ability to analyze two or more of the major headings of the Access to Information Act;</li> <li>- Response demonstrates the ability to analyze one or less of the major headings of the Access to Information Act.</li> </ul> <p><b><u>Major Headings of The Access to Information Act</u></b></p> <ul style="list-style-type: none"> <li>- Purpose of the Act</li> <li>- Access to Government Records</li> <li>- Exemptions</li> <li>- Third Party Intervention</li> <li>- Complaints</li> <li>- Investigations</li> <li>- Reports to Parliament</li> <li>- Review by the Federal Court</li> <li>- Office of the Information Commissioner</li> <li>- Offences</li> <li>- Exclusions</li> </ul> <p><b><u>Knowledge of the Access to Information Act</u></b></p> <ul style="list-style-type: none"> <li>- Response demonstrates knowledge of all major headings of the Access to</li> </ul>	<p><b>5 Points</b></p> <p><b>3 Points</b></p> <p><b>1 Point</b></p> <p><b>5 Points</b></p> <p><b>3 Points</b></p> <p><b>1 Point</b></p> <p><b>5 Points</b></p>

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		<p>Information Act and provides situational examples of how the Offeror has applied this knowledge;</p> <ul style="list-style-type: none"><li>- Response demonstrates knowledge of two or more groupings of the Access to Information Act and provides situational examples of how the Offeror has applied this knowledge;</li><li>- Response demonstrates knowledge of one or less of the groupings of the Access to Information Act and the Offeror fails to provide situational examples of how they applied this knowledge.</li></ul>	<p><b>3 Points</b></p> <p><b>1 Point</b></p>
<b>Total # of points</b>			<b>105 points</b>
<b>Pass mark = 65% or 68/105 points</b>			



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## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

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

#### **5.2.1 Integrity Provisions – List of Names**

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP

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Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.3 Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive. Canada's representative reserves the right to accept or reject any substitute with similar qualifications and experience.

### **5.2.4 Education and Experience**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work described in the resulting standing offer and any call-ups against the standing offers.



## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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.

### 6.2 CBSA Security Requirements

The CBSA will conduct the Reliability Status assessment on the proposed Contractor and its personnel on behalf of PWGSC as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resource, the bidder must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>) upon request of the Contracting Authority prior to Contract Award.

Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor / Offeror (specifically the Contractor / Offeror personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

***\*\* Contractor and its personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information/assets are kept.***

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED** information 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).

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

#### 7.2.3 CBSA Security Requirements

The CBSA will conduct the Reliability Status assessment on the proposed Contractor and its personnel on behalf of PWGSC as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resource, the bidder must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>) upon request of the Contracting Authority prior to Contract Award.

Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the Contractor and its personnel is considered suitable by the CBSA, no



contract will be awarded and the recommended Contractor / Offeror (specifically the Contractor / Offeror personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

***\*\* Contractor and its personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information/assets are kept.***

### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

#### **7.3.1 General Conditions**

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services apply to and form part of the Standing Offer.

#### **7.3.2 Supplemental General Conditions**

A9113C (2014-11-27) Handling of Personal Information, apply to and form part of the Contract.

#### **7.3.3 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of services to the federal government under contracts resulting from the Standing Offer.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of issuance of the Standing Offer for a period of four (4) years.

#### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) periods of one (1) year, under the same conditions and at the rates or prices

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specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Jocelyne C Gagnon  
Title: Contracting Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Professional Services Procurement Directorate  
Address: Portage III – 10C1  
11 Laurier Street  
Gatineau, Quebec, K1A 0S5

Telephone: (819) 956-0575  
Facsimile: (819) 956-2675  
E-mail address: [jocelyne.c.gagnon@pwgsc-tpsgc.gc.ca](mailto:jocelyne.c.gagnon@pwgsc-tpsgc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Standing Offer Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7.5.3 Offeror's Representative**

To be determined

## **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.7 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer is:

Canada Border Services Agency



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## **7.8 Call-up Procedures**

Services will be called up by the Identified User's designated Project Authority or an authorized representative, as follows:

For each call-ups against the Standing Offer, the Project Authority will select the Offeror according to:

- (a) The official language in which the required services shall be delivered;
- (b) The Right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next highest ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

## **7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

## **7.10 Limitation of Call-ups**

CBSA Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included). If a specific call-up exceeds this amount, PWGSC will be requested to authorize the call-up on behalf of CBSA.

## **7.11 Priority of Documents**

If there is a discrepancy between the wordings 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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-07-03), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions A9113C (2014-11-27) Handling of Personal Information;
- e) the general conditions 2035 (2015-07-03) General Conditions - Higher Complexity - Services;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Quarterly Standing Offer Business Volume Report; and
- j) the Offeror's offer dated \_\_\_\_\_.

## **7.12 Certifications**

### **7.12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO).

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Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

#### **7.2.2 Supplemental General Conditions**

A9113C (2014-11-27) Handling of Personal Information, apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all inclusive hourly rate, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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



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### **7.5.2 Method of Payment**

SACC Manual Clause H1008C (2008-05-12), Monthly Payment.

### **7.5.3 SACC Manual Clauses**

SACC Manual Clause A9117C (2007-11-30), T1204 – Direct Request by Customer Department

### **7.6 Invoicing Instructions**

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

Invoices must show:

- a. the date, the name and address of the client department, standing offer number, deliverable/description of the Work, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
- b. description of work (category(ies) of Personnel and number of hours worked) in accordance with the Basis of Payment, exclusive of Applicable Taxes;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following location for certification and payment.

Electronic copy in WORD, Excel or PDF at: [vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca)

Or by mail:

Canada Border Services Agency  
NIRU  
105 McGill, Street,  
Piece 260-01, 2<sup>nd</sup> floor  
Montréal, Québec  
H2Y 2E7

### **7.7 Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

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## ANNEX "A"

### STATEMENT OF WORK

#### Title

Access to Information and Privacy services.

#### Objective

The Canada Border Services Agency (CBSA), Access to Information and Privacy (ATIP) Division, requires the services of consultants to augment its existing resources and to address increases in workload.

Consultants, are needed to assist with the processing of access and privacy requests, and to develop and deliver ATI and Privacy related training.

#### Background

CBSA requests include files varying in complexity from employee to investigation files, to highly sensitive requests for corporate documents such as briefing notes, audits and intelligence reports. Requests may also include security certificate cases that have national security implications. CBSA requests primarily deal with records relating to the administration and enforcement of the *Customs Act* and the *Immigration and Refugee Protection Act*.

CBSA is looking for Offeror(s) experienced in the conduct of access to information and privacy requests in federal government. Firms and proposed Offerors should have knowledge and experience with the *Access to Information Act*, the *Privacy Act* and associated Treasury Board Secretariat (TBS) policies, directives, and guidelines on Access to Information and Privacy.

#### Scope of Work

The CBSA ATIP Division is seeking consultants who can assist with the management and processing of a portfolio of requests and the development and delivery of ATI and Privacy related training.

Specifically, the CBSA is looking for Advanced ATIP Consultants.

Some of the tasks vary based on the degree of complexity and sensitivity of the file as well as on the degree of management responsibility and autonomous decision making necessary for the completion of the file.

#### Tasks and Deliverables

##### Advanced ATIP Consultant

The role of the Advanced ATIP consultant involves the delivery of advice of large volume and/or files of a complex and sensitive nature that may include but are not limited to the following tasks:

- Coordinating activities of ATIP team members;
- Considering alternative approaches to access information
- Reviewing sensitive and, or complex files including personnel harassment complaints and discipline files and security certificate cases with national security implications;
- Providing advice and recommendations regarding the exemption or exclusion of sensitive information;



- Conducting, coordinating and managing consultations with various federal departments and agencies;
- Coordinating and negotiating settlement of complaints with CBSA stakeholders in the defense of decisions on complaints submitted to the Offices of the Information and Privacy Commissioners;
- Providing advice and recommendations to Agency management, employees, stakeholders and requestors on the application of the provisions of the *Access to Information Act*, the *Privacy Act*, its regulations and related jurisprudence;
- Utilizing CBSA ATIP software and tools such as Access Pro Case Management (APCM) and Access Pro Redaction (APR) to process and monitor the progress of files, and track follow-on activities;
- Developing and delivering information and, or ATIP related training sessions.
  - All expenses for course delivery and training material will be prepared by the consultants during the course of daily activities and will be paid in accordance with the basis of payment in Annex B; all travel expenses will be covered by CBSA and will be reimburse in accordance with Travel directive. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and 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;
  - The resulting training products/material will be CBSA property;
  - A training session could be delivered to audiences of varying sizes, background and knowledge levels. The training may be given anywhere within Canada.

Deliverables include but are not limited to:

- Effective management of a portfolio of access to information and privacy requests and complaints;
- Effective progress monitoring of a portfolio of files, ensuring completion of follow-on activities;
- Effective management of any sensitivities discovered during processing;
- Effective and timely reporting and management of briefing on the progress of files;
- Resolution of complaints to the Offices of the Information and Privacy Commissioners;
- Meeting legislative deadlines;
- Preparing tasking directives to the OPIs to obtain records;
- Communicating with requesters for clarification;
- Researching precedents to establish the best course of action in processing a file;
- Conducting a line by line review of the records and applying exemptions that are sustainable in law;
- Consulting with OGDs and third parties, including the Privy Council Office for Cabinet Confidences, and other organizations concerning perceived risks that may be associated with the release of information found in CBSA files;
- Preparing correspondence, notes to file, and response packages;
- Providing reports and briefing notes on the progress of files.

## Methodology

The consultant shall comply with the provisions of the *Access to Information Act and Privacy Act*, directives, frameworks and guidelines, as well as all other relevant Government of Canada legislation, such as, the *Customs Act*, the *Immigration and Refugee Protection Act*, etc. including their directives, frameworks and guidelines, etc..

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### **Approval of Deliverables**

All deliverables will be reviewed for quality and completeness, and signed off by the designated Technical Authority.

### **Progress Reporting**

The consultant shall provide weekly progress reports to the designated Technical Authority.

### **Place of Work**

All work shall be conducted at CBSA located at 333 North River Road, 14<sup>th</sup> Floor, Tower A, Ottawa, Ontario.

### **Proprietary Information**

All information and documents made available to the consultant during the course of this requirement are deemed proprietary and cannot be removed from the premises without approval from the Technical Authority.

### **Language Requirements**

The language requirements for each resource are as follows: English or/and Bilingual

### **Travel**

There will be no travel requirement for regular work activities. The Contractor must be responsible for their own cost of travel between the Contractor's place of business and the Office's headquarters in the NCR. There may be occasional travel requirement for the training sessions anywhere within Canada and will be identified and pre-approved by the Project Authority. The Contractor will be reimbursed for its authorized travel and living expenses. All travel training will be pre-approved and paid by the CBSA.



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## ANNEX "B"

### BASIS OF PAYMENT

#### A- Standing Offer Period (From \_\_\_\_ to \_\_\_\_)

During the period of the Standing Offer, for Work performed in accordance with the Call-Up against the Standing Offer, the Offeror will be paid as specified below.

The Offeror will be paid all inclusive firm all inclusive hourly rate as follows:

#### Advanced ATIP Consultant

Resource Name	Initial Offer Period (4 Years)	Firm all-inclusive hourly rate (in CAD \$)
	Initial Offer Period (4 Years)	\$
	Initial Offer Period (4 Years)	\$
	Initial Offer Period (4 Years)	\$
	Initial Offer Period (4 Years)	\$
	Initial Offer Period (4 Years)	\$
The total amount of Applicable Taxes must be shown separately.		

**For the purpose of this Standing Offer, 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 all inclusive firm all inclusive hourly rate must be prorated to reflect the actual time worked.**

**Canada will not accept travel and living expenses that may need to be incurred by the Offeror for any relocation of resources required to satisfy its contractual obligations.**

#### Authorized Travel and Living Expenses for Training anywhere within Canada and approved by the Project Authority

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or, at cost, without any allowance for profit and 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".

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## B- Option to Extend the Term of the Standing Offer

This section is only applicable if the option to extend the Standing Offer is exercised by Canada.

During the extended period of the SO specified below, the Offeror will be paid as specified below to perform all the Work in relation to the SO extension.

### B-1 Extended Standing Offer Period 1: (From \_\_\_\_\_ to \_\_\_\_\_)

#### Advanced ATIP Consultant

Resource Name	Option period 1	Firm all-inclusive hourly rate (in CAD \$)
	Option period 1	\$
	Option period 1	\$
	Option period 1	\$
	Option period 1	\$
	Option period 1	\$

The total amount of Applicable Taxes must be shown separately.

### B-2 Extended Standing Offer Period 2: (From \_\_\_\_\_ to \_\_\_\_\_)

#### Advanced ATIP Consultant

Resource Name	Option period 2	Firm all-inclusive hourly rate (in CAD \$)
	Option period 2	\$
	Option period 2	\$
	Option period 2	\$
	Option period 2	\$
	Option period 2	\$

The total amount of Applicable Taxes must be shown separately.



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**B-3 Extended Standing Offer Period 3: (From \_\_\_\_\_ to \_\_\_\_\_)**

**Advanced ATIP Consultant**

Resource Name	Option period 3	Firm all-inclusive hourly rate (in CAD \$)
	Option period 3	\$
	Option period 3	\$
	Option period 3	\$
	Option period 3	\$
	Option period 3	\$
The total amount of Applicable Taxes must be shown separately.		

For the purpose of this Standing Offer, 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 all inclusive firm all inclusive hourly rate must be prorated to reflect the actual time worked.

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

**Authorized Travel and Living Expenses for Training anywhere within Canada and approved by the Project Authority**

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or, at cost, without any allowance for profit and 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".

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### **ANNEX "C"**

## **SECURITY REQUIREMENTS CHECK LIST**

**See attached**



RECEIVED

Government  
of CanadaGouvernement  
du Canada

JAN 23 2015

Contract Number / Numéro du contrat

1000324847

Security Classification / Classification de sécurité  
Secret

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
CBSA		Corporate Affairs Branch / Corporate Secretariate
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 ATIP Consultant		
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? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input 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"/>	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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC 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  
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Canada



Government of Canada  
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Secret

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes  
Non ☐ Oui

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

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

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non ☐ Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non ☐ Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Secret

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
Secret

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

N° de l'invitation - Solicitation No.

47419-174847/A

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

47419-174847

N° de la modif - Amd. No.

File No. - N° du dossier

47419-174847/A

Id de l'acheteur - Buyer ID

410zg

N° CCC / CCC No./ N° VME - FMS

## **ANNEX "D"**

### **QUARTERLY STANDING OFFER BUSINESS VOLUME REPORT**

**See attached**



**Please e-mail the report to:**

1. [jocelyne.c.gagnon@tpsgc-pwgsc.gc.ca](mailto:jocelyne.c.gagnon@tpsgc-pwgsc.gc.ca)

Company Name	Standing Offer No.	End Date of S.O.	Quarterly reporting periods	Total Value for Reporting Period		Total value to date		Total value to date (all applicable taxes included)
				Sub Total		Sub Total		
					HST		HST	
ABCD	47419-174847???ZG		1st Quarter - January 1st to March 31, 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[illegible]