



**RETURN BIDS TO :**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Shared Services Canada |  
Services partagés Canada  
180 Kent Street  
Ottawa, Ontario  
K1G 4A8

**REQUEST FOR PROPOSAL**

**AMENDMENT**

**DEMANDE DE PROPOSITION**

**Proposal To: Shared Services Canada**

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

**Proposition aux: Services partagés Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées **Instructions : See Herein** 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**

*Shared Services Canada – SA Authority*  
Procurement Operations  
180 Kent Street  
Ottawa, Ontario  
K1G 4A8

<b>Title – Sujet</b> Professional Services	
<b>Solicitation No. – N° de l'invitation</b> 1528944	<b>Date</b> February 2, 2016
<b>Client Reference No. – N° référence du client</b> 1528944	
<b>GETS Reference No. – N° de reference de SEAG</b> 1528944	
<b>File No. – N° de dossier</b> 1528944	<b>TBIPS Supply Arrangement</b>
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 2 :00 PM</b> <b>on – le 25-February-2016</b>	
<b>Time Zone</b> Fuseau horaire Daylight Saving Time DST	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> Anne-Marie Ouellette	<b>Buyer Id – Id de l'acheteur</b> C11
<b>Telephone No. – N° de téléphone :</b> 613-286-0218	<b>FAX No. – N° de FAX</b> 613-948-0990
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein	

**Instructions: Voir aux présentes**

<b>Delivery required - Livraison exigée</b> See Herein	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</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>



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings
4. Conflict of Interest

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period
6. Volumetric Data

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

1. 3.1 Bid Preparation Instructions  
- Attachment 1 (Bid Submission Form)

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Required with the Bid

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

1. Security Requirement

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

1. Statement of Work
2. Task Authorization
3. Minimum Work Guarantee
4. Standard Clauses and Conditions
5. Security Requirement
6. Term of Contract
7. Authorities
8. Payment
9. Invoicing Instructions
10. Certifications
11. Applicable Laws
12. Priority of Documents
13. Foreign Nationals (Canadian Contractor)
14. Insurance Requirements
15. Limitation of Liability



16. Joint Venture
17. Professional Services - General
18. Safeguarding Electronic Media
19. Representations and Warranties
20. Conflict of Interest
21. Materials and Tools
22. Electronic Procurement & Payment Support

**List of Annexes:**

- |           |  |
|-----------|--|
| Annex "A" | Statement of Work<br>Appendix A to Annex A - Task Authorization Procedures<br>Appendix B to Annex A - Task Authorization Request and Acceptance Form<br>Appendix C to Annex A - Resource Assessment Criteria and Response Tables<br>Appendix D to Annex A - Certifications at the Task Authorization Stage |
| Annex "B" | Basis of Payment   |
| Annex "C" | Security Requirements Check List   |
| Annex "D" | Code of Conduct and Certifications   |



## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements and any other annexes.

### **2. Summary**

- (a) This bid solicitation is being issued to satisfy the requirement of the Shared Services Canada (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of one contract for a period from Contract Award for one year period. With two – one year option periods.
- (c) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/index-eng.html>) Website
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP); the North American Free Trade Agreement (NAFTA); the Canada-Chile Free Trade Agreement (CCFTA); the Agreement on Internal Trade (AIT); the Canada-Peru Free Trade Agreement (CPFTA); The Canada-Columbia Free Trade Agreement; and the Canada-Panama Free Trade Agreement if it is in force.
- (e) Only selected TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/1 series of Supply Arrangements (SAs) are invited to compete. The TBIPS Supply Arrangement EN578-055605/1 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.



(f) The following Categories of Personnel are required on an “as and when requested” basis in accordance with Annex “B” of the TBIPS SA:

**A total of 25 Systems Analyst will be called upon, on a as and when needed**

		Resource Category	Number of Resources	Level	Effort Requirements (Days)
	A.8	Systems Analyst (COTS)	1	Level 2 (Intermediate)	250 days each
	A.8	Systems Analyst (COTS)	5	Level 3 (Senior)	250 days each

**3. Debriefings**

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

**4. Conflict of Interest – Unfair Advantage**

4.1 In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
  3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.



## **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](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/ach-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/ach-eng.jsp>) 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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2. Submission of Bids**

Bids must be submitted only to Shared Services Canada (SSC) Procurement Operations 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 to PWGSC 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 Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **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. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to



the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

## 6. Volumetric Data

The Total Estimated # Days Required (per year) data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of number of resources per year will be consistent with this data. It is provided purely for information purposes.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### 3.1.1

#### **Canada will accept electronic copies of the response e-mailed to:**

Anne-Marie Ouellette  
anne-marie.ouellette@canada.ca

If electronic copies of the response are not e-mailed the following applies:

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

- Section I: 3 soft copy on CD/DVD,
- Section II: 1 soft copy on CD/DVD,
- Section III: 1 soft copy on CD/DVD.

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

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

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

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

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

- i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and



- ii) 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.

### 3.1.2

Multiple bids from the same Bidder (or a bid from a Bidder and another bid from any of its affiliates) are not permitted in response to this bid solicitation. Each Bidder must submit only a single bid. For the purpose of this bid solicitation, individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. If any Bidder submits more than one bid (or an affiliate also submits a bid), either on its own or as part of a joint venture, Canada will choose in its discretion which bid to consider.

## 3.2 Section I: Technical Bid

3.2.1 The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 1 with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 2, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference to additional documentation within the bid" columns of Attachment 2, where bidders are requested to indicate where in their bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iii) **Customer Reference Contact Information:** When requested by Canada, the Bidder must provide customer references who must each confirm, the facts identified in the Bidder's bid. For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
- (iv) **Proposed Resources:** The technical bid must include résumés for the resources identified in the bid solicitation. The technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).





- (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.
  - (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant date(s) (month and year) for the experience claimed (i.e., the start date and end date).
  - (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as this bid solicitation, will not be considered "demonstrated" for evaluation purposes. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.
- (v) **Security Clearance:** Bidders must submit the following security information for each of the proposed resources with their bids on or before this bid solicitation's closing date.

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

**3.3 Section II: Financial Bid**

**3.3.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B."

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1

BID SUBMISSION FORM

BID SUBMISSION FORM	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> <i>[see the Standard Instructions 2003]</i>	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>  See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p>
	<p>Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p>

**Federal Contractors Program for Employment Equity (FCP EE) Certification:**

If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to:

On behalf of the bidder, by signing below, I also confirm that the bidder *[check the box that applies]*:

(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;



- (a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or
- (b) submit a valid Certificate number confirming its adherence to the FCP-EE.

Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation.

For joint ventures, be sure to provide this information for each of the members of the joint venture.

(b) is not subject to FCP-EE, because it is a regulated employer under the *Employment Equity Act*;

(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;  
OR

(d) is subject to FCP-EE, and has a valid certification number as follows: \_\_\_\_\_  
(and has not been declared an Ineligible Contractor by HRSD).

**Number of FTEs** [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]

**Security Clearance Level of Bidder**

*[include both the level and the date it was granted]*

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

**Signature of Authorized Representative of Bidder**



**ATTACHMENT 2**

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Evaluation Criteria**

The TBIPS SA Holder must comply with the Mandatory Requirements specified below.

For the resource proposed, the Bidder must include an up to date resume.

To facilitate bid preparation and evaluation, Bidders must prepare and submit their proposal using the tables provided in this Annex. When completing the grids, the specific information which demonstrates the requested criteria should be incorporated in the submission and/or resume, so that the evaluator can verify this information. It is not acceptable that the tables should contain all the project information from the resume. Only the specific answer should be provided.

The Technical proposals will be evaluated and scored in accordance with the following evaluation criteria (Mandatory Requirements and Point Rated Requirements).

**MANDATORY RESOURCE REQUIREMENTS**

**SECURITY Requirements: Enhanced Reliability**

Requirement	Bidder to insert the requested information
Name of individual as it appears on security clearance form -	
Mandatory Level of security clearance required	Enhanced Reliability
Validity period of Secret security clearance obtained	
Secret Security Screening Certificate number	

**Certification of Language - English Essential**

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

**RESOURCES**

The Bidder must submit a total of six (6) candidates for the category, Systems Analyst Level 2 and Level 3

- Submit one (1) candidate for a Systems Analyst (COTS) LEVEL 2
- Submit five (5) candidate for a Systems Analyst (COTS) LEVEL 3



## Resource References

**Provide two relevant client references.**

Reference checks may be conducted to verify the resources' claimed experience. At least one (1) reference needs to be for one(1) of the projects used to demonstrate experience in the bidders response.

### Reference # 1

<b>Client Contact Name</b>	
<b>Title</b>	
<b>Organization</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

### Reference # 2

<b>Client Contact Name</b>	
<b>Title</b>	
<b>Organization</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

## PERSONNEL QUALIFICATION REQUIREMENTS

**MANDATORY REQUIREMENTS:**  
Systems Analyst – Level 2 (COTS)

**Resource Name:**

Criteria	Mandatory Requirement	Bidder's Response			
		Demonstrated experience (Bidders to insert data)			
		Project Ref # on resume	Organization	Experience Dates & Duration	
From – To date	Months				
M.1/Lv2	<p>The proposed resource must clearly demonstrate five (5) years of experience within the last fifteen (15) years working as a System Analyst.</p> <ul style="list-style-type: none"> <li>The resume must clearly demonstrate where, when and how the experience as a System Analyst was obtained.</li> </ul>				
				<b>TOTAL</b>	



Criteria	Mandatory Requirement	Bidder's Response				
M.2/Lv2	The proposed resource must clearly demonstrate five (5) years of experience developing and maintaining technical architectures, documentation, frameworks and strategies as they relate to COTS products	<b>Demonstrated experience (Bidders to insert data)</b>				
		Project Ref # on resume	Organization	Experience Dates & Duration		
				From - To date	Months	
		<b>TOTAL</b>				
M.3/Lv2	The proposed resource must clearly demonstrate five (5) years of experience authoring business cases, technology roadmaps and management presentations related to the installation and configuration of COTS product in a Unix/Linux environment	<b>Demonstrated experience (Bidders to insert data)</b>				
		Project Ref # on resume	Organization	Experience Dates & Duration		
				From - To date	Months	
		<b>TOTAL</b>				
M.4/Lv2	The proposed resource must have Enhanced security clearance at the time of the submission.	<b>Bidder's Response (Bidders to insert data)</b>				
		Security File #				
		Expiry Date:				
M.5/Lv2	The proposed resource must clearly demonstrate five (5) years of experience with in the last 10 years working in a Solaris/Linux environment.	<b>Bidder's Response</b>				
		<b>Demonstrated experience (Bidders to insert data)</b>				
		Project Ref # on resume	Organization	Experience Dates & Duration		
				From - To date	Months	
		<b>TOTAL</b>				



**Systems Analyst – Level 3 (COTS)**

Criteria	Mandatory Requirement	Bidder's Response			
M.1/Lv3	<p>-The proposed resource must clearly demonstrate a minimum of 10 years of experience within the last 15 working as a System Analyst.</p> <ul style="list-style-type: none"> <li>A resume must be provided clearly demonstrating where, when and how the experience as a System Analyst was obtained.</li> </ul>	<b>Demonstrated experience (Bidders to insert data)</b>			
		Project Ref # on resume	Organization	Experience Dates & Duration	
				From – To date	Months
				<b>TOTAL</b>	
M.2/Lv3	<p>The proposed resource must clearly demonstrate a minimum of 5 years of experience developing and maintaining technical architectures, documentation, frameworks and strategies as they relate to COTS products</p>	<b>Demonstrated experience (Bidders to insert data)</b>			
		Project Ref # on resume	Organization	Experience Dates & Duration	
				From – To date	Months
				<b>TOTAL</b>	
M.3/Lv3	<p>The proposed resource must clearly demonstrate a minimum of 5 years of experience authoring business cases, technology roadmaps and management presentations related to the installation and configuration of COTS product in a Unix/Linux environment</p>	<b>Demonstrated experience (Bidders to insert data)</b>			
		Project Ref # on resume	Organization	Experience Dates & Duration	
				From – To date	Months
				<b>TOTAL</b>	



Criteria	Mandatory Requirement	Bidder's Response			
M.4/Lv3	The proposed resource must have Enhanced security clearance at the time of the submission.	<b>(Bidders to insert data)</b>			
		Security File #			
		Expiry Date:			
		<b>TOTAL</b>			
M.5/Lv3	The proposed resource must clearly demonstrate a minimum of 5 years of experience in the last 10 years working in a Solaris/Linux environment.	<b>Demonstrated experience (Bidders to insert data)</b>			
		Project Ref # on resume	Organization	Experience Dates & Duration	
				From - To date	Months
<b>TOTAL</b>					





**1.1.2 Point Rated Technical Criteria**

In this section, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client. A minimum of 70% (24/35) for each resource must be achieved to be considered compliant.

The point rated evaluation criteria of the SOW are:

**SYSTEMS ANALYST – Level 2 (COTS)**

#	Rated Criteria	Point Max (Min.)	Bidder's Response				
			<b>Demonstrated experience (Bidders to insert data)</b>				
			RATED POINT SCORE				
R.1/Lv2	A minimum of 3 years' experience installing, configuring and supporting IBM's COTS products such as Websphere, ODM, MDM, IIS, WEX, MQ, Cognos, Filenet, and/or other IBM specific product set.	10	<ul style="list-style-type: none"> <li>• 5 points for demonstrating 3 years' experience</li> <li>• 7 points for demonstrating &gt;3 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
			<b>TOTAL POINTS FOR R1/Lv2 =</b>				



<p><b>R.2/Lv2</b></p>	<p>The proposed resource should clearly demonstrate a minimum of two (2) years' experience installing, configuring and supporting Oracle Weblogic and/or Ariba's Synergy and/or Atlassian's Confluence Wiki and/or others.</p>	<p><b>10</b></p>	<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>																																							
		<table border="1"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="5" style="text-align: center;"><b>TOTAL POINTS FOR R2/Lv2 =</b></td> </tr> </tbody> </table>			Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																										<b>TOTAL POINTS FOR R2/Lv2 =</b>				
Project Ref # on resume	Organization	Experience Dates & Duration																																								
		From - To date	Months	Points																																						
<b>TOTAL POINTS FOR R2/Lv2 =</b>																																										
<p><b>R.3/Lv2</b></p>	<p>The proposed resource should clearly demonstrate a minimum of five (5) years' experience working with vendors during the installation, configuration and support of COTS products.</p>	<p><b>10</b></p>	<ul style="list-style-type: none"> <li>• 5 points for demonstrating 5 years' experience</li> <li>• 7 points for demonstrating &gt;5 years and &lt;7 years</li> <li>• 10 points for demonstrating &gt;7 years</li> </ul>																																							
		<table border="1"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="5" style="text-align: center;"><b>TOTAL POINTS FOR R3/Lv2 =</b></td> </tr> </tbody> </table>			Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																										<b>TOTAL POINTS FOR R3/Lv2 =</b>				
Project Ref # on resume	Organization	Experience Dates & Duration																																								
		From - To date	Months	Points																																						
<b>TOTAL POINTS FOR R3/Lv2 =</b>																																										



<p><b>R.4/Lv2</b></p>	<p>The proposed resource should clearly demonstrate a minimum of two (2) years' experience in development and ongoing maintenance of Solaris/Unix/Linux Shell Scripts</p>	<p><b>10</b></p>	<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> </ul> <p>10 points for demonstrating &gt;4 years</p> <table border="1"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="3"><b>TOTAL POINTS FOR R4/Lv2 =</b></td> <td> </td> <td> </td> </tr> <tr> <td colspan="4"> </td> <td><b>Points</b></td> </tr> <tr> <td colspan="4"> </td> <td> </td> </tr> </tbody> </table>	Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																																																			<b>TOTAL POINTS FOR R4/Lv2 =</b>									<b>Points</b>					
Project Ref # on resume	Organization	Experience Dates & Duration																																																																										
		From - To date	Months	Points																																																																								
<b>TOTAL POINTS FOR R4/Lv2 =</b>																																																																												
				<b>Points</b>																																																																								



<p><b>R.5/Lv2</b></p>	<p>The proposed resource should clearly demonstrate a minimum of two (2) years' experience in using an official Change Management Process.</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul> <table border="1" data-bbox="841 411 1438 688"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="4"><b>TOTAL POINTS FOR R4/Lv2 =</b></td> <td> </td> </tr> <tr> <td colspan="4"> </td> <td><b>Points</b></td> </tr> <tr> <td colspan="4"> </td> <td> </td> </tr> </tbody> </table>	Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																					<b>TOTAL POINTS FOR R4/Lv2 =</b>									<b>Points</b>					
Project Ref # on resume	Organization	Experience Dates & Duration																																												
		From - To date	Months	Points																																										
<b>TOTAL POINTS FOR R4/Lv2 =</b>																																														
				<b>Points</b>																																										
<p><b>R.6/Lv2</b></p>	<p>The proposed resource must should clearly demonstrate that they have worked as a System Analyst on 3 or more projects installing, configuring, and supporting COTS products such as MDM, ODM, IIS, Websphere, QS/AVI, WebLogic, Apache, Cognos, WODM, Pentaho, SMART, Synergy, Datastage, ISII, Filenet, and Confluence in a Solaris /Linux environment.</p>	<p>10</p>	<p>RATED POINT SCORE:</p> <ul style="list-style-type: none"> <li>• 1 points - per project</li> <li>Maximum- 10 projects</li> </ul> <table border="1" data-bbox="841 1010 1438 1287"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="4"><b>TOTAL POINTS FOR R4/Lv2 =</b></td> <td> </td> </tr> <tr> <td colspan="4"> </td> <td><b>Points</b></td> </tr> <tr> <td colspan="4"> </td> <td> </td> </tr> </tbody> </table>	Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																					<b>TOTAL POINTS FOR R4/Lv2 =</b>									<b>Points</b>					
Project Ref # on resume	Organization	Experience Dates & Duration																																												
		From - To date	Months	Points																																										
<b>TOTAL POINTS FOR R4/Lv2 =</b>																																														
				<b>Points</b>																																										
<p><b>MAX. TOTALPOINTS</b></p>		<p><b>60</b></p>																																												
<p><b>MINIMUM. OVERALL PASS MARK</b></p>		<p><b>42</b></p>																																												
<p><b>POINTS ACHIEVED</b></p>																																														
<p><b>Note: Proposals that do not meet the above minimum overall pass mark of 70% (42 points) will be found non-responsive.</b></p>																																														



**SYSTEMS ANALYST – Level 3 (COTS)**

#	Rated Criteria	Point Max (Min.)	Bidder's Response Demonstrated experience (Bidders to insert data)			
R.1/Lv3	The proposed resource should clearly demonstrate a minimum of 3 years' experience installing, configuring and supporting IBM's COTS products such as Websphere, ODM, MDM, IIS, WEX, MQ, Cognos, Filenet, and/or other IBM specific product set	10	RATED POINT SCORE: <ul style="list-style-type: none"> <li>• 5 points for demonstrating 3 years' experience</li> <li>• 7 points for demonstrating &gt;3 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>			
			Project Ref # on resume	Organization	Experience Dates & Duration	
					From - To date	Months
					Points	
			TOTAL POINTS FOR R1/Lv3 =			

R.2/Lv3	The proposed resource should clearly demonstrate minimum of 2 years' experience installing, configuring and supporting Oracle Weblogic and/or Ariba's Synergy and/or Atlassian's Confluence Wiki and/or others.	10	RATED POINT SCORE: <ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>			
			Project Ref # on resume	Organization	Experience Dates & Duration	
					From - To date	Months
					Points	
			TOTAL POINTS FOR R2/Lv3 =			



<b>R.3/Lv3</b>	The proposed resource should clearly demonstrate a minimum of five (5) years' experience working with vendors during the installation, configuration and support of COTS products.	<b>10</b>	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 5 years' experience</li> <li>• 7 points for demonstrating &gt;5 years and &lt;7 years</li> <li>• 10 points for demonstrating &gt;7 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
<b>TOTAL POINTS FOR R3/Lv3 =</b>							

<b>R.4/Lv3</b>	The proposed resource should clearly demonstrate a minimum of two (2) years' experience in development and ongoing maintenance of Solaris/Unix/Linux Shell Scripts	<b>10</b>	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
<b>TOTAL POINTS FOR R4/Lv3 =</b>							
				<b>Points</b>			



<b>R.5/Lv3</b>	The proposed resource should clearly demonstrate a minimum of two (2) years' experience in using an official Change Management Process.	<b>5</b>	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From – To date	Months	Points
<b>TOTAL POINTS FOR R3/Lv3 =</b>							

<b>R.6/Lv3</b>	The proposed resource must should clearly demonstrate that they have worked as a System Analyst on 3 or more projects installing, configuring, and supporting COTS products such as MDM, ODM, IIS, Websphere, QS/AVI, WebLogic, Apache, Cognos, WODM, Pentaho, SMART, Synergy, Datastage, ISII, Filenet, and Confluence in a Solaris /Linux environment.	<b>10</b>	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 1 points - per project</li> <li>Maximum of 10 points</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From – To date	Months	Points
<b>TOTAL POINTS FOR R3/Lv3 =</b>							

<b>MAX. TOTALPOINTS</b>	<b>60</b>	
<b>MINIMUM. OVERALL PASS MARK</b>	<b>42</b>	
<b>POINTS ACHIEVED</b>		
<b>Note: Proposals that do not meet the above minimum overall pass mark of 70% (42 points) will be found non-responsive.</b>		

<b>MAXIMUM TOTAL POINTS FOR RESOURCES</b>	<b>120</b>
<b>MINIMUM. OVERALL PASS MARK</b>	<b>84</b>
<b>POINTS ACHIEVED</b>	



**2. Basis of Selection**

2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 70%, per Rated Criteria

2.2 Bids not meeting (a), (b) and (c) will be declared non-responsive.

2.3 The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)  
– EXAMPLE -

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>	84.18	73.15	77.70
<b>Overall Rating</b>	1st	3rd	2nd





## **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.

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 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**

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

#### **1.1 Federal Contractors Program - Certification**

- (a) The Federal Contractors Program for Employment Equity (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.
- (b) Suppliers who have been declared ineligible contractors by Human Resources and Skills 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 fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) 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.
- (d) Each bidder is requested to indicate in its bid whether it is:
  - (i) not subject to FCP, having a workforce of fewer than 100 permanent full or part-time employees in Canada;
  - (ii) not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
  - (iii) subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or
  - (iv) subject to FCP-EE, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).
- (e) Further information on the FCP-EE is available on the following HRSDC Website:  
<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.



## 1.2 Former Public Servant Certification

- (a) 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.
- (b) For the purposes of this clause,
  - (i) **"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 of former public servants; or
    - (D) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
  - (ii) **"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. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
  - (iii) **"pension"** means, in the context of the fee abatement formula, 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 *Canadian Pension Plan Act*, R.S., 1985, c. C-8.
- (c) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
  - (i) name of former public servant;
  - (ii) date of termination of employment or retirement from the Public Service.
- (d) If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:
  - (i) name of former public servant;
  - (ii) conditions of the lump sum payment incentive;
  - (iii) date of termination of employment;
  - (iv) amount of lump sum payment;
  - (v) rate of pay on which lump sum payment is based;
  - (vi) period of lump sum payment including start date, end date and number of weeks; and
  - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- (e) 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 the Goods and Services Tax or Harmonized Sales Tax.
- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



### 1.3 Status and Availability of Resources

- (a) By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its response to Task Authorizations will be available to perform the Work as required by Canada's representatives and at the time specified in the TA or as 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 the TA, 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, retirement, resignation, dismissal for cause or termination of an agreement for default.
- (b) If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### 1.4 Education and Experience

- (a) 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.
- (b) All of the resources proposed must meet the minimum experience requirements detailed in the Supply Arrangement for the Category of Personnel for which they are being proposed. The SA Holder acknowledges that the Department of Public Works and Government Services Canada reserves the right to verify this certification prior to contract award or during contract performance and that untrue statements may result in the proposal being declared non-responsive or any other action which the Minister may consider appropriate.

### 1.5 Certification of Language - English Essential

By submitting a bid, 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 fluent in English. Fluent means that the proposed resources must be able to communicate orally and in writing without any assistance and with minimal errors.

### 1.6 Code of Conduct and Certifications

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any



contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid a complete list of names of all individuals who are currently directors of the Bidder ([See Annex D](#)). Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification Form - PWGSC -TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/229-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **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 consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.



## 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".

### 2 Task Authorization (TA)

- (a) **Purpose of a TA:** Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using Appendix B to Annex B - Task Authorization Request and Acceptance Form ("TA Form").
- (b) **TA Procedures:** The procedures for issuing, responding to, assessing and approving Task Authorizations are described in Appendix A to Annex B.
- (c) **Authority to Issue a TA:** The Contracting Authority will be the only authority to issue tasks authorizations.
- (d) **Charges for Work under a TA:** The Contractor must not charge Canada anything more than the price set out in the TA unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.
- (e) **Task Authorization Quotations:** The Contractor is required to submit a responsive quotation in response to every TA Form issued to it by Canada. In addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default if during the Contract Period the Contractor in at least three instances has either not responded or has not submitted responsive quotations when issued a TA Form. A responsive quotation is one that is submitted within the time stated in the TA Form and meets all requirements of the TA issued, including quoting the required number of resources that meet the minimum experience and other requirements of the Categories of Personnel identified in the TA at pricing not exceeding the rates of Annex A.



- (a) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all TAs issued and approved by Canada to date, to document the Work performed under those TAs for administrative purposes.
- (b) **TA Reports:** The Contractor must submit to the Contracting Authority a TA report on a quarterly basis that identifies each TA issued during that quarter and its dollar value.
- (c) **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.

### 3 Minimum Work Guarantee

- (a) In this clause, "**Minimum Contract Value**" means 3% of the amount identified as the Total Estimated Cost on page 1 of the Contract when it is first awarded.
- (b) The Contractor must perform the Work described in the Contract as and when requested by Canada during the Contract Period. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph (c). In consideration of this obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract.



- (c) If Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

##### 4.1 General Conditions

2035 2012-03-02, General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

##### 4.2 Supplemental General Conditions

4006 2010-08-16, apply to and form part of the Contract.

#### 5.0 Security Requirement

Security Requirement for Canadian Supplier:

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6**

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).

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.

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.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_\_;

*Industrial Security Manual* (Latest Edition).



## 6.0 Term of Contract

### 6.1 Period of the Contract

The period of the Contract is from Contract Award to **July 31, 2018**

### 6.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **four** – one year option period 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 fifteen calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7. Authorities

### 7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anne-Marie Ouellette  
Title: Supply Specialist, Procurement Operations  
Shared Services Canada  
Procurement and Vendor Relations  
Directorate: Procurement Operations  
Address: 180 Kent Street, 8<sup>th</sup> Floor, Ottawa, Ontario K1G 4A8

Telephone: 613-286-0218  
Facsimile: 613-948-0990  
E-mail address: [anne-marie.ouellette@canada.ca](mailto:anne-marie.ouellette@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.





**7.2 Technical Authority**

The Technical Authority for the Contract is: **(Will be provided at contract award)**

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

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

**7.3 Contractor's Representative  
(Will be provided at contract award)**

**8. Payment**

**8.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (*insert the amount at contract award*). Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

**8.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ . and 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.

### **8.3 Time Verification**

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

## **9. 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **10. Certifications**

- 10.1 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 term of the Contract. 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.

## **11. Applicable Laws**

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



## 12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 2012-03-02, General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 13. Foreign Nationals (Canadian Contractor)

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

## 14. 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.

## 15. Limitation of Liability

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



- c. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- d. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (a) above.
- e. The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
  - i. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
  - ii. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (ii) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$200,000.00.
  - iii. In any case, the total liability of the Contractor under paragraph (e) will not exceed the total estimated cost (as defined above) for the Contract or \$200,000.00, whichever is more.
- f. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

### 3. Third Party Claims:

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



- c. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 3.

#### 16. Joint Venture Contractor

- a. Supply Arrangement (SA) Holder's who wish to submit their proposal as a joint venture must have already been qualified under the SA # EN578-055605/C as a joint venture.
- b. The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: **[all the joint venture members named in the Contractor's bid will be listed]**.
- c. With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
  - (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
  - (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
  - (iii) all payments made by Canada to the representative member will act as a release by all the members.
- d. All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- e. All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- f. The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing

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

#### 17. Professional Services – General

- a. The Contractor must provide professional services on request as specified in this Contract. Where in the Contract a specific individual is identified as required to perform the Work, the Contractor must make such person available to perform the work within 10 working days of the issuance of the Contract or the TA (whichever first contains instructions from Canada for that individual to report to the Work site). Where such a specific individual is unavailable to perform the Work, Canada may elect to either (i) exercise its rights or remedies under the Contract or at law (including terminating the Contract for default), or (ii) Canada may require the Contractor to propose the replacement of the specific individual in accordance with the Article titled, "Replacement of Specific Individuals" in the General Conditions 2035. This obligation applies despite any changes that Canada may have made to any hardware, software or any other aspect of the Client's operating environment. In respect of any given Category of Personnel, any replacement resource will be rated by the Technical Authority and the score obtained must be equal or superior.
- b. If there must be a change in a resource performing work under the Contract (which must in any case comply with the requirements in the section of the General Conditions entitled "Replacement of Specific Individuals"), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada's notice of the requirement for a replacement).
- c. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency) and must be competent to provide the required services by any delivery



dates described in the Contract. The resource must be approved by Canada prior to the replacement at the Work site.

- d. The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to Canada's satisfaction. A Contractor representative will meet with the Technical Authority on a regular basis (as specified by Canada) to discuss the performance of its resources and to resolve any issues at hand.
- e. If the Contractor fails to meet any of its obligations under this Article, or fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

## **18. Safeguarding Electronic Media**

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

## **19. Representations and Warranties**

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

## **20. Conflict of Interest - Unfair Advantage**

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
  - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
  - c. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before



making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## **21 Materials and Tools**

All materials and tools required in the performance of the work including office space, associated supplies, computing devices and telephony equipment are to be provided by the vendor unless otherwise agreed to by the designated technical authority

## **22. Electronic Procurement & Payment Support**

The Contractor must support SSC's implementation of the iValua Buyer procurement system. When instructed by the Contracting Authority, the Contractor must submit quotes, accept orders, submit shipping/service delivery notices and submit invoices through the procurement system.



**ANNEX A  
STATEMENT OF WORK  
ANNEX "A" – STATEMENT OF WORK**

**TITLE**

System Analyst, Level 2/Level 3

**BACKGROUND and/or HISTORY**

Shared Services Canada (SSC) was formed in 2011 with the mandate to deliver core infrastructure services (email, Data Centres, Network) on behalf of 43 partner departments and "optional" services (under a cost-recovery model) for others.

Within the SSC Service Management and Data Centers Branch, there are not enough technical resources with the right skill-set to meet the challenges and projects currently planned. Middleware supports solutions and services such as web sites and application hosting, business to business messaging service, enterprise data warehouse hosting and other software solution hosting, Commercial off the shelf products, Linux, Unix, and RPM packaging. All of these solutions and services run on an enterprise level supporting infrastructure and are supported 24/7.

**OBJECTIVE**

The objective is to augment the SSC teams that implement, support, and maintain the Canada Revenue Agency (CRA) .the Canada Border Services Agency (CBSA) and potentially other partner departments' Middleware products with resources that possess the proper skill-set that will aid SSC to support and enhance this infrastructure in response to partner project demands.

**SCOPE**

The scope consists of assisting SSC team with the implementation and support of current and/or new COTS products on the SSC infrastructure in support of CRA, CBSA, and other SSC partner's projects.

The contractor will be required to work directly with the SSC Project team and the various CRA, CBSA, and SSC (Shared Services Canada) business and technical teams. Furthermore, the contractor will be required to work directly with the vendors of the COTS products on the SSC infrastructure. The contractor will also be required to coordinate activities between the various groups.

Responsibilities include, but are not limited to, the following:

- Provide leadership and develop/present proposals that will satisfy business needs
- Identify, analyze, evaluate and propose alternatives and strategies to apply technology to address business needs
- Advise staff about the efficient use of resources and best practices for the environment
- Install, test, configure, and monitor particular facets of technology and optimize technical installations
- Maintain and control documentation for technology hardware, software and solutions
- Maintain up-to-date knowledge of particular technologies and products supporting that technology and assure the integration of all aspects of IT solutions





- Troubleshoot and respond to user problems.
- Engage and work directly with vendor for product related issues.

## TASKS

The System Analyst must be capable of undertaking the following tasks and responsibilities:

1. Communicating with team members and stakeholders at all organizational levels;
2. Providing skills and knowledge transfer to Shared Services;
3. Participating in the implementation of COTS products from vendors such as IBM and HP on a Solaris and or Linux platform;
4. Providing support and problem resolution for existing COTS projects on a Solaris and or Linux platform;
5. Assisting the Project Teams in the design and leading the implementation of the projects based on business requirements and IT standards, policies, best practices and strategies;
6. Reviewing team documentation as it relates to COTS products on a Solaris and or Linux platform and participating in implementation plans;
7. Assisting the team in the resolution of user issues with our various COTS products using proper Incident and Change management processes.
8. Adhere to SSCs ITIL best practices and procedures including but limited too - change management, incident management, problem management, service delivery management and release management processes and procedures.

## DELIVERABLES

1. Produces design, configuration and operational documentation related to the installation and configuration of COTS products such as Ariba's Synergy, Atlassian's Confluence Wiki, HP's IDOL (Intelligent Data Operating Layer), IBM's Filenet, WebLogic, Apache, Java, IBM MQ, IBM IIS, Websphere, IBM SBI, IDM Datastage, IBM QS/AVI, IBM MDM, IBM ODM, IBM WEX, and/or various other COTS products on the Unix/Linux platform;
2. Authors and updates process flow diagrams related to the configuration of COTS products on the Unix/Linux platform;
3. Provides coaching and skills transfer to team.

## CONSTRAINTS

- Works with stakeholders from SSC as well as CBSA and CRA client areas as required;
- The Contractor must provide services on-site during regular work hours (between 07:00 and 17:00) Monday through Friday, generally not exceeding 37.5 hours per week. It is expected, though, that the Contractor will work extended hours as required. As such, the Contractor must indicate his/her availability to work extended hours;
- The Contractor must cooperate with SSC management in regard to knowledge transfer;
- The Contractor must be able to provide the service in English;
- The Contractor must have a valid security clearance of enhanced

## CLIENT SUPPORT

- SSC will provide a computer and workstation for the System Analyst.





### **LANGUAGE REQUIREMENTS**

All deliverables are to be provided in English. Resources must be able to communicate in English, oral and written, in the work environment.



**APPENDIX A TO ANNEX A  
TASK AUTHORIZATION PROCEDURES  
(Upon Contract Award)**

**1. TA Request**

- (a) Where a requirement for a specific task has been identified and a TA is to be provided to the Contractor in accordance with the allocation methodology described in the Contract Article titled “Task Authorization”, a TA Form, as attached at Appendix B to Annex B, will be prepared by the Technical Authority and sent to the Contractor.
- (b) A TA Form will contain the following information, if applicable:
  - (i) a task number;
  - (ii) the details of any financial coding to be used;
  - (iii) the date by which the Contractor’s response must be received by the Contract Authority;
  - (iv) a brief statement of work for the task identifying the resource category(ies), level and specialty required and describing the activities to be performed including any deliverables;
  - (v) the interval during which the task is to be carried out (beginning and end dates);
  - (vi) the number of person-days of effort required;
  - (vii) the specific work location; and
  - (viii) any other constraints that might affect the completion of the task.

**2. TA Quotation**

- (a) Once it receives the TA Form, the Contractor must submit a quotation to the Contract Authority, identifying its proposed resources and detailing the cost and time to complete the task(s). The quotation must be based on the rate(s) set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within 5 working days of the request.
- (b) For each proposed resource the Contractor must supply:
  - (i) A resume and completed Appendix C to Annex A for the Category(ies) of Personnel and level(s) identified in the TA Form. The Contractor’s quotation must demonstrate that each proposed resource meets the mandatory requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
    - (A) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work.
    - (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing. For post secondary education, Canada will only accept credentials from institutions recognized by the Department of Education of any Canadian province, or for those obtained in a foreign country, by either of the credential assessment organizations listed on the Website: <http://www.cicic.ca/>
    - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession’s governing body throughout the evaluation and Contract Period.



- (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the individual's resume does not include the relevant dates for the experience claimed (i.e., the start date and end date).
- (F) For work experience to be considered by Canada, the Contractor's response must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

(ii) The following security information:

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

(iii) Certifications at Appendix D to Annex A (as applicable).

- (c) The quotation must be submitted to the Contract Authority within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

**3. Resource Assessment**

- (a) Each proposed resource will be assessed for compliance with the mandatory requirements identified in Appendix C to Annex B applicable to that Category of Personnel. Proposed resources that do not comply with each and every mandatory criteria will not be accepted.
- (b) Canada reserves the right to request references from the Contractor to conduct a reference check to verify the accuracy of the information provided. If references are requested, Canada will conduct the reference check in writing by e-mail (unless the contact at the reference is only available by telephone). A Contractor will not be responsive to a mandatory requirement unless the response is received to an e-mail reference check request within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information evaluated. The mandatory requirement will not be considered met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will the mandatory requirement be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.



**4. TA Acceptance**

- (a) Once the Contractor's quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. Whether or not to approve or issue a TA is entirely within Canada's discretion.
- (b) The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a fully signed TA Form has been received, and any work performed in its absence is done at the Contractor's own risk.

**APPENDIX B TO ANNEX A**

**See attached PDF**



## **APPENDIX C TO ANNEX A**

### **RESOURCE ASSESSMENT CRITERIA AND RESPONSE TEMPLATES**

#### **(TO BE USED WHEN THE CONTRACT IS AWARDED)**

##### **D1.0 Task Authorization (TA) Initiation**

Where a requirement for a specific task has been identified a TA will be provided to the Contractor. The qualifications and experience of the proposed resources will be assessed against the requirements set out in the below tables to determine each proposed resources compliance with the criteria identified in Section D.2 of this Annex.

##### **D1.I Assessment**

The qualifications and experience of the proposed resources will be assessed against the requirements set out in the appropriate category and level below.

##### **D.1.2 Acceptance**

Once the SSC TA Technical Authority has accepted the quotation, the TA will be signed by the Contracting Authority and provided to the Contractor for signature. All TA Forms will be signed by the Contracting authority final approval.



**D2.0 RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLES**

**Systems Analyst – Level 2 (COTS)**

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

Criteria	Mandatory Requirement	Bidder's Response			
M.1/Lv2	<p>The proposed resource must clearly demonstrate five (5) years of experience within the last fifteen (15) years working as a System Analyst.</p> <ul style="list-style-type: none"> <li>The resume must clearly demonstrate where, when and how the experience as a System Analyst was obtained.</li> </ul>	<b>Demonstrated experience (Bidders to insert data)</b>			
		Project Ref # on resume	Organization	Experience Dates & Duration	
				From – To date	Months
		<b>TOTAL</b>			

Criteria	Mandatory Requirement	Bidder's Response			
M.2/Lv2	<p>The proposed resource must clearly demonstrate five (5) years of experience developing and maintaining technical architectures, documentation, frameworks and strategies as they relate to COTS products</p>	<b>Demonstrated experience (Bidders to insert data)</b>			
		Project Ref # on resume	Organization	Experience Dates & Duration	
				From – To date	Months
		<b>TOTAL</b>			
Criteria	Mandatory Requirement	Bidder's Response			



M.3/Lv2	The proposed resource must clearly demonstrate five (5) years of experience authoring business cases, technology roadmaps and management presentations related to the installation and configuration of COTS product in a Unix/Linux environment	<b>Demonstrated experience (Bidders to insert data)</b>			
		<b>Project Ref # on resume</b>	<b>Organization</b>	<b>Experience Dates &amp; Duration</b>	
				<b>From - To date</b>	<b>Months</b>
		<b>TOTAL</b>			
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Bidder's Response</b>			
M.4/Lv2	The proposed resource must have Enhanced security clearance at the time of the submission.	<b>(Bidders to insert data)</b>			
		Security File #			
		Expiry Date:			
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Bidder's Response</b>			
M.5/Lv2	The proposed resource must clearly demonstrate five (5) years of experience with in the last 10 years working in a Solaris/Linux environment.	<b>Demonstrated experience (Bidders to insert data)</b>			
		<b>Project Ref # on resume</b>	<b>Organization</b>	<b>Experience Dates &amp; Duration</b>	
				<b>From - To date</b>	<b>Months</b>
		<b>TOTAL</b>			







Criteria	Mandatory Requirement	Bidder's Response				
M.3/Lv3	The proposed resource must clearly demonstrate a minimum of 5 years of experience authoring business cases, technology roadmaps and management presentations related to the installation and configuration of COTS product in a Unix/Linux environment	<b>Demonstrated experience (Bidders to insert data)</b>				
		Project Ref # on resume	Organization	Experience Dates & Duration		
				From - To date	Months	
		<b>TOTAL</b>				
M.4/Lv3	The proposed resource must have Enhanced security clearance at the time of the submission.	<b>(Bidders to insert data)</b>				
		Security File #				
		Expiry Date:				
		<b>TOTAL</b>				
M.5/Lv3	The proposed resource must clearly demonstrate a minimum of 5 years of experience in the last 10 years working in a Solaris/Linux environment.	<b>Demonstrated experience (Bidders to insert data)</b>				
		Project Ref # on resume	Organization	Experience Dates & Duration		
				From - To date	Months	
		<b>TOTAL</b>				



**1.1.3 Point Rated Technical Criteria**

In this section, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. The experience of each proposed resource must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, the dollar value and the client. A minimum of 70% (24/35) for each resource must be achieved to be considered compliant.

The point rated evaluation criteria of the SOW are:

**SYSTEMS ANALYST – Level 2 (COTS)**

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

#	Rated Criteria	Point Max (Min.)	Bidder's Response				
			Demonstrated experience (Bidders to insert data) RATED POINT SCORE				
R.1/Lv2	A minimum of 3 years' experience installing, configuring and supporting IBM's COTS products such as Websphere, ODM, MDM, IIS, WEX, MQ, Cognos, Filenet, and/or other IBM specific product set.	10	<ul style="list-style-type: none"> <li>• 5 points for demonstrating 3 years' experience</li> <li>• 7 points for demonstrating &gt;3 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
			<b>TOTAL POINTS FOR R1/Lv2 =</b>				





R.4/Lv2	The proposed resource should clearly demonstrate a minimum of two (2) years' experience in development and ongoing maintenance of Solaris/Unix/Linux Shell Scripts	<p><b>10</b></p> <ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> </ul> <p>10 points for demonstrating &gt;4 years</p> <table border="1"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="3"><b>TOTAL POINTS FOR R4/Lv2 =</b></td> <td> </td> <td> </td> </tr> <tr> <td colspan="4"> </td> <td><b>Points</b></td> </tr> <tr> <td colspan="4"> </td> <td> </td> </tr> </tbody> </table>	Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																																																								<b>TOTAL POINTS FOR R4/Lv2 =</b>									<b>Points</b>					
Project Ref # on resume	Organization	Experience Dates & Duration																																																																														
		From - To date	Months	Points																																																																												
<b>TOTAL POINTS FOR R4/Lv2 =</b>																																																																																
				<b>Points</b>																																																																												



R.5/Lv2	The proposed resource should clearly demonstrate a minimum of two (2) years' experience in using an official Change Management Process.	10	<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul> <table border="1" data-bbox="841 411 1438 688"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="4"><b>TOTAL POINTS FOR R4/Lv2 =</b></td> <td> </td> </tr> <tr> <td colspan="4"> </td> <td><b>Points</b></td> </tr> </tbody> </table>	Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																					<b>TOTAL POINTS FOR R4/Lv2 =</b>									<b>Points</b>
Project Ref # on resume	Organization	Experience Dates & Duration																																							
		From - To date	Months	Points																																					
<b>TOTAL POINTS FOR R4/Lv2 =</b>																																									
				<b>Points</b>																																					
R.6/Lv2	The proposed resource must should clearly demonstrate that they have worked as a System Analyst on 3 or more projects installing, configuring, and supporting COTS products such as MDM, ODM, IIS, Websphere, QS/AVI, WebLogic, Apache, Cognos, WODM, Pentaho, SMART, Synergy, Datastage, ISII, Filenet, and Confluence in a Solaris /Linux environment.	10	<p>RATED POINT SCORE: 3 projects – 5 points 5 projects – 7 points 10 projects – 10 points</p> <table border="1" data-bbox="841 1073 1438 1350"> <thead> <tr> <th rowspan="2">Project Ref # on resume</th> <th rowspan="2">Organization</th> <th colspan="3">Experience Dates &amp; Duration</th> </tr> <tr> <th>From - To date</th> <th>Months</th> <th>Points</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="4"><b>TOTAL POINTS FOR R4/Lv2 =</b></td> <td> </td> </tr> <tr> <td colspan="4"> </td> <td><b>Points</b></td> </tr> </tbody> </table>	Project Ref # on resume	Organization	Experience Dates & Duration			From - To date	Months	Points																					<b>TOTAL POINTS FOR R4/Lv2 =</b>									<b>Points</b>
Project Ref # on resume	Organization	Experience Dates & Duration																																							
		From - To date	Months	Points																																					
<b>TOTAL POINTS FOR R4/Lv2 =</b>																																									
				<b>Points</b>																																					
<b>MAX. TOTALPOINTS</b>		<b>60</b>																																							
<b>MINIMUM. OVERALL PASS MARK</b>		<b>42</b>																																							
<b>POINTS ACHIEVED</b>																																									
<b>Note: Proposals that do not meet the above minimum overall pass mark of 70% (42 points) will be found non-responsive.</b>																																									



**SYSTEMS ANALYST – Level 3 (COTS)**

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

#	Rated Criteria	Point Max (Min.)	Bidder's Response Demonstrated experience (Bidders to insert data)				
R.1/Lv3	The proposed resource should clearly demonstrate a minimum of 3 years' experience installing, configuring and supporting IBM's COTS products such as Websphere, ODM, MDM, IIS, WEX, MQ, Cognos, Filenet, and/or other IBM specific product set	10	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 3 years' experience</li> <li>• 7 points for demonstrating &gt;3 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
			<b>TOTAL POINTS FOR R1/Lv3 =</b>				

R.2/Lv3	The proposed resource should clearly demonstrate minimum of 2 years' experience installing, configuring and supporting Oracle Weblogic and/or Ariba's Synergy and/or Atlassian's Confluence Wiki and/or others.	10	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
			<b>TOTAL POINTS FOR R2/Lv3 =</b>				



R.3/Lv3	The proposed resource should clearly demonstrate a minimum of five (5) years' experience working with vendors during the installation, configuration and support of COTS products.	10	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 5 years' experience</li> <li>• 7 points for demonstrating &gt;5 years and &lt;7 years</li> <li>• 10 points for demonstrating &gt;7 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
<b>TOTAL POINTS FOR R3/Lv3 =</b>							

R.4/Lv3	The proposed resource should clearly demonstrate a minimum of two (2) years' experience in development and ongoing maintenance of Solaris/Unix/Linux Shell Scripts	10	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From - To date	Months	Points
<b>TOTAL POINTS FOR R4/Lv3 =</b>							
				<b>Points</b>			



R.5/Lv3	The proposed resource should clearly demonstrate a minimum of two (2) years' experience in using an official Change Management Process.	5	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 5 points for demonstrating 2 years' experience</li> <li>• 7 points for demonstrating &gt;2 years and &lt;4 years</li> <li>• 10 points for demonstrating &gt;4 years</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From – To date	Months	Points
TOTAL POINTS FOR R3/Lv3 =							

R.6/Lv3	The proposed resource must should clearly demonstrate that they have worked as a System Analyst on 3 or more projects installing, configuring, and supporting COTS products such as MDM, ODM, IIS, Websphere, QS/AVI, WebLogic, Apache, Cognos, WODM, Pentaho, SMART, Synergy, Datastage, ISII, Filenet, and Confluence in a Solaris /Linux environment.	10	RATED POINT SCORE:				
			<ul style="list-style-type: none"> <li>• 1 points - per project</li> <li>Maximum of 10 points</li> </ul>				
			Project Ref # on resume	Organization	Experience Dates & Duration		
					From – To date	Months	Points
TOTAL POINTS FOR R3/Lv3 =							

MAX. TOTALPOINTS	60	
MINIMUM. OVERALL PASS MARK	42	
POINTS ACHIEVED		
<b>Note: Proposals that do not meet the above minimum overall pass mark of 70% (42 points) will be found non-responsive.</b>		

MAXIMUM TOTAL POINTS FOR RESOURCES	360
MINIMUM. OVERALL PASS MARK	252
POINTS ACHIEVED	





**APPENDIX D TO ANNEX A**

**1. CERTIFICATIONS AT THE TASK AUTHORIZATION STAGE Education and Experience**

The Contractor certifies that all the information provided in the resume(s) and supporting material submitted, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that the individual(s) proposed is capable of performing the Work described in the Contract. Canada reserves the right to verify any information provided in this regard, and untrue statements may result in the TA response being declared non-responsive or another action the Minister may consider appropriate.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**2. Status of Personnel**

If the Contractor has proposed any individual in fulfillment of this Contract who is not an employee of the Contractor, the Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work performed in fulfillment of this Contract and to submit such person's resume to Canada. The Contractor must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Contractor.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**3. Availability of Personnel**

The Contractor certifies that, should it be authorized to provide the services under any TA resulting from this Contract, the resource(s) proposed in the TA response will be available to commence performance of the Work within a reasonable time from the date of acceptance of the Task Authorization, or within the time specified in the TA Form, and will remain available to perform the Work in relation to the fulfillment of the requirement.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**4. Certification of Language**

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

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date



**ANNEX B  
BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for work performed under the Contract.

**Note to Suppliers:** A Firm Per Diem Rate for each resource category/level must be included with all bid submissions against the TBIPS, including Firm/Fixed Price bids.

**1. PROFESSIONAL SERVICES**

The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex “A”, during the Contract period. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra.

**Task Authorizations Services: As and When Required Services: Contract Award until July 31, 2018**

	<b>Work Stream &amp; Resource Category/Level</b>	<b>Period of Contract</b>	<b>Firm Per Diem Rate</b>
A.8	System Analyst – Lv 2 (Cots)	Contract Award to July 31, 2018	<to be completed by the Bidder>
A.8	System Analyst – Lv 3(Cots)	Contract Award to July 31, 2018	<to be completed by the Bidder>

**Option Period 1: August 1, 2018 to July 31, 2019**

	<b>Work Stream &amp; Resource Category/Level</b>	<b>Period of Contract</b>	<b>Firm Per Diem Rate</b>
A.8	System Analyst – Lv 2 (Cots)	August 1, 2018 to July 31, 2019	<to be completed by the Bidder>
A.8	System Analyst – Lv 3(Cots)	August 1, 2018 to July 31, 2019	<to be completed by the Bidder>

**Option Period 2: August 1, 2019 to July 31, 2020**

	<b>Work Stream &amp; Resource Category/Level</b>	<b>Period of Contract</b>	<b>Firm Per Diem Rate</b>
A.8	System Analyst – Lv 2 (Cots)	August 1, 2019 to July 31, 2020	<to be completed by the Bidder>
A.8	System Analyst – Lv 3(Cots)	August 1, 2019 to July 31, 2020	<to be completed by the Bidder>

**Option Period 3: August 1, 2020 to July 31, 2021**

	<b>Work Stream &amp; Resource Category/Level</b>	<b>Period of Contract</b>	<b>Firm Per Diem Rate</b>
A.8	System Analyst – Lv 2 (Cots)	August 1, 2020 to July 30, 2021	<to be completed by the Bidder>
A.8	System Analyst – Lv 3(Cots)	August 1, 2020 to July 30, 2021	<to be completed by the Bidder>



**Option Period 4: August 1, 2021 to July 31, 2022**

	<b>Work Stream &amp; Resource Category/Level</b>	<b>Period of Contract</b>	<b>Firm Per Diem Rate</b>
A.8	System Analyst – Lv 2 (Cots)	August 1, 2021 to July 31, 2022	<to be completed by the Bidder>
A.8	System Analyst – Lv 3(Web)	August 1, 2021 to July 31, 2022	<to be completed by the Bidder>

**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**

**Attached**