



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

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

11 Laurier St., / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Informatics Professional Services - EL Division/Services
professionnels en informatique - division EL

4C2, Place du Portage

Gatineau

Québec

K1A 0S5

Title - Sujet EC IT Professional Services - TBIPS	
Solicitation No. - N° de l'invitation 05005-150334/A	Date 2016-05-06
Client Reference No. - N° de référence du client 05005-150334	
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-634-30180	
File No. - N° de dossier 634e1.05005-150334	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-05-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Durigan, Angela	Buyer Id - Id de l'acheteur 634e1
Telephone No. - N° de téléphone (819) 956-5879 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: OFFICE OF THE CHIEF ELECTORAL OFFICER 30 VICTORIA STREET GATINEAU Quebec K1A0M6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**BID SOLICITATION
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED IN
INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

STREAM 1:

**TESTER (LEVEL 2 & 3)
BUSINESS ANALYST (LEVEL 2 & 3)
TECHNICAL WRITER (LEVEL 2 & 3)
BUSINESS SYSTEM ANALYST (LEVEL 2 & 3)
PROJECT SCHEDULER (LEVEL 2 & 3)
QA SPECIALIST / ANALYST (LEVEL 2 & 3)
PROJECT COORDINATOR (LEVEL 2 & 3)
PROJECT MANAGER (LEVEL 2 & 3)**

STREAM 2:

**TESTER (LEVEL 2 & 3)
WEB DEVELOPER (LEVEL 2 & 3)
PROGRAMMER / ANALYST (LEVEL 2 & 3)
SYSTEM ANALYST (LEVEL 2 & 3)
TECHNICAL ARCHITECT (LEVEL 2 & 3)
TECHNOLOGY ARCHITECT (LEVEL 2 & 3)
SYSTEM ADMINISTRATOR (LEVEL 2 & 3)
APPLICATION / SOFTWARE ARCHITECT (LEVEL 2 & 3)**

STREAM 3:

**TESTER (LEVEL 2 & 3)
PROGRAMMER / ANALYST - .NET (LEVEL 2 & 3)
PROGRAMMER / ANALYST - JAVA (LEVEL 2 & 3)
PROGRAMMER / ANALYST – PL/SQL (LEVEL 2 & 3)
PROJECT LEADER (LEVEL 2 & 3)
PROGRAMMER / ANALYST – POWERBUILDER (LEVEL 3)**

STREAM 4:

**PROGRAMMER / ANALYST (LEVEL 2)
BUSINESS ANALYST (LEVEL 2)
TECHNOLOGY ARCHITECT (LEVEL 2)
SYSTEM ADMINISTRATOR (LEVEL 2)
OPERATIONS SUPPORT SPECIALIST (LEVEL 2 & 3)
BUSINESS SYSTEM ANALYST (LEVEL 3)
HELP DESK SPECIALIST (LEVEL 3)**

STREAM 5:

**IT SECURITY VA SPECIALIST (LEVEL 2 & 3)
INCIDENT MANAGEMENT SPECIALIST (LEVEL 2)**

COMPUTER FORENSICS SPECIALIST (LEVEL 2)
IT SECURITY ENGINEER (LEVEL 2 & 3)
IT SECURITY DESIGN SPECIALIST (LEVEL 2)
PIA SPECIALIST (LEVEL 2 & 3)
IT SECURITY TRA AND C&A ANALYST (LEVEL 2 & 3)

STREAM 6:
TECHNICAL ARCHITECT (LEVEL 2 & 3)
TECHNOLOGY ARCHITECT (LEVEL 2 & 3)
IM ARCHITECT (LEVEL 2 & 3)
RISK MANAGEMENT SPECIALIST (LEVEL 2 & 3)
ENTERPRISE ARCHITECT (LEVEL 2 & 3)
APPLICATION / SOFTWARE ARCHITECT (LEVEL 2 & 3)

STREAM 7:
SYSTEM ADMINISTRATOR - WINDOWS (LEVEL 2 & 3)
SYSTEM ADMINISTRATOR – LINUX / STORAGE ADMINISTRATOR (LEVEL 2 & 3)
SYSTEM ADMINISTRATOR - FIREWALL (LEVEL 2)
NETWORK ANALYST (LEVEL 3)

STREAM 8:
DATABASE ADMINISTRATOR (LEVEL 2 & 3)
DATABASE ANALYST / IM ADMINISTRATOR (LEVEL 2)
DATABASE MODELLER / IM MODELLER (LEVEL 2 & 3)
APPLICATION / SOFTWARE ARCHITECT (LEVEL 3)

**FOR
ELECTIONS CANADA**

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APPLICATION / SOFTWARE ARCHITECT (LEVEL 3)

FOR
ELECTIONS CANADA

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It 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 and the Security Requirement Check List. The attachments include the Bid Submission Form, the Bid Evaluation Criteria, the Pricing Schedule and the Federal Contractors Program for Employment Equity Certification.

1.2 Summary

(a) This bid solicitation is being issued to satisfy the requirement of Elections 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 up to the following number of contracts listed below in each of eight (8) Workstreams, with each contract purchasing Work from only one Workstream. Each contract will be for three years plus two one-year irrevocable options allowing Canada to extend the term of the contract.

Workstream 1 - up to two contracts may be awarded;

Workstream 2 - up to two contracts may be awarded;

Workstream 3 - up to one contract may be awarded;

Workstream 4 - up to one contract may be awarded;

Workstream 5 - up to two contracts may be awarded;

Workstream 6 - up to two contracts may be awarded;

Workstream 7 - up to one contract may be awarded; and

Workstream 8 - up to one contract may be awarded.

(c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the, Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/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 Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), and the Agreement on Internal Trade (AIT).
- (e) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractor's Program for Employment Equity – Certification."
- (f) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in one or all the Workstreams and in the National Capital Region under the EN578-055605 series of SAs are eligible to compete. The TBIPS SA EN578-055605 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.
- (g) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605 as that joint venture at the time of bid closing in order to submit a bid.
- (h) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

WORKSTREAM 1 - Business Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
Tester	Level 2	1
Business Analyst	Level 2	2
Technical Writer	Level 2	2
Business System Analyst	Level 2	2
Project Scheduler	Level 2	1
QA Specialist / Analyst	Level 2	1
Project Coordinator	Level 2	1
Project Manager	Level 2	1
Tester	Level 3	1
Business Analyst	Level 3	2
Technical Writer	Level 3	1
Business System Analyst	Level 3	1
Project Scheduler	Level 3	1
QA Specialist / Analyst	Level 3	1
Project Coordinator	Level 3	1
Project Manager	Level 3	2

WORKSTREAM 2 - Web Application Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
Tester	Level 2	2
Web Developer	Level 2	1
Programmer / Analyst - .NET	Level 2	2

System Analyst	Level 2	1
Technical Architect	Level 2	1
Technology Architect	Level 2	1
System Administrator	Level 2	1
Application/Software Architect	Level 2	1
Tester	Level 3	1
Web Developer	Level 3	1
Programmer / Analyst - .NET	Level 3	3
System Analyst	Level 3	1
Technical Architect	Level 3	1
Technology Architect	Level 3	1
System Administrator	Level 3	1
Application/Software Architect	Level 3	2

WORKSTREAM 3 - Legacy Application Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
Tester	Level 2	1
Programmer / Analyst – .NET	Level 2	3
Programmer / Analyst – Java	Level 2	1
Programmer / Analyst – PL/SQL	Level 2	1
Project Leader	Level 2	1
Tester	Level 3	3
Programmer / Analyst – .NET	Level 3	2
Programmer / Analyst – Java	Level 3	1
Programmer / Analyst – PL/SQL	Level 3	3
Programmer / Analyst – PowerBuilder	Level 3	4
Project Leader	Level 3	1

WORKSTREAM 4 - IT Service Delivery Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
Programmer / Analyst – SCCM	Level 2	2
Business Analyst	Level 2	1
Technology Architect – SCCM	Level 2	1
System Administrator – SCCM	Level 2	1
Operations Support Specialist	Level 2	7
Business System Analyst	Level 3	1
Help Desk Specialist	Level 3	2
Operations Support Specialist	Level 3	5

WORKSTREAM 5 - IT Security Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
IT Security VA Specialist	Level 2	1

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Incident Management Specialist	Level 2	1
Computer Forensics Specialist	Level 2	1
IT Security Engineer	Level 2	1
IT Security Design Specialist	Level 2	1
PIA Specialist	Level 2	1
IT Security TRA and C&A Analyst	Level 2	1
IT Security VA Specialist	Level 3	1
IT Security Engineer	Level 3	1
PIA Specialist	Level 3	2
IT Security TRA and C&A Analyst	Level 3	2

WORKSTREAM 6 - Architecture Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
Technical Architect	Level 2	2
Technology Architect	Level 2	1
IM Architect	Level 2	1
Risk Management Specialist	Level 2	1
Enterprise Architect	Level 2	1
Application/Software Architect	Level 2	3
Technical Architect	Level 3	3
Technology Architect	Level 3	3
IM Architect	Level 3	2
Risk Management Specialist	Level 3	1
Enterprise Architect	Level 3	2
Application/Software Architect	Level 3	3

WORKSTREAM 7 - ITOPS Delivery Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
System Administrators - Windows	Level 2	3
System Administrators – Linux/Storage Administrator	Level 2	1
System Administrators - Firewall	Level 2	1
Network Analyst	Level 3	2
System Administrators - Windows	Level 3	1
System Administrators – Linux/Storage Administrator	Level 3	1

WORKSTREAM 8 - Database Services

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
Database Administrator	Level 2	2
Database Analyst / IM Administrator	Level 2	1
Database Modeller / IM Modeller	Level 2	1

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Database Administrator	Level 3	1
Database Modeller / IM Modeller	Level 3	2
Application/Software Architect	Level 3	1

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3 of Section 01, Integrity Provisions - Bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
 - b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.
- (e) Subsection 5(4) of 2003, Standard Instructions – Goods and Services – Competitive Requirements is amended as follows:
 - (i) Delete: 60 days
 - (ii) Insert: 180 days

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered **with copies** to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

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

(b) Definitions

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

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

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

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

(c) Former Public Servant in Receipt of a Pension

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

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

- (i). name of former public servant;
- (ii). date of termination of employment or retirement from the Public Service.

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

(d) Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.5 Applicable Laws

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

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

2.6 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.

2.7 Volumetric Data

The estimated number of resources 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

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Buyer ID - Id de l'acheteur
634el

Client Ref. No. - N° de réf. du client
05005-150334

File No. - N° du dossier
634el05005-150334

CCC No./N° CCC - FMS No./N° VME

Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- (a) **Copies of Bid:** Canada requests that Bidders provide their bid in separately bound sections as follows:
- (i) Section I: Technical Bid (5 hard copies)
 - (ii) Section II: Financial Bid (2 hard copies)
 - (iii) Section III: Certifications not included in the Technical Bid (2 hard copies)
- Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - (ii) use a numbering system that corresponds to the bid solicitation;
 - (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
 - (iv) include a table of contents.
- (c) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:
- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
 - (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.
- (d) **Submission of Only One Bid:**
- (i) A Bidder, including related entities, will be permitted to submit only one bid per Workstream in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid per Workstream (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
 - (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;

- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

(e) **Joint Venture Experience:**

- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

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

That show in total 100 billable days.

- (iv) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - 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 and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

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

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

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment "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 or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "2", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

- (iv) **Customer Reference Contact Information:**

- (A) In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references. If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. These customer references must each confirm if

requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment "2".

- (B) The form of question to be used to request confirmation from customer references is as follows:

"Has the Bidder provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"

 Yes, the Bidder has provided my organization with the services described above.

 No, the Bidder has not provided my organization with the services described above.

 I am unwilling or unable to provide any information about the services described above.

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and e-mail address for a contact person.

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

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment "3". The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation

A separate technical evaluation will be conducted for each Workstream.

- (a) **Mandatory Technical Criteria:**
 - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
 - (ii) The mandatory technical criteria are described in Attachment 2.
- (b) **Point-Rated Technical Criteria:**
 - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
 - (ii) The rated requirements are described in Attachment 2.

(c) **Number of Resources Evaluated:**

Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix C of Annex A.

(d) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 1 working day to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

4.3 Financial Evaluation

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s). A separate financial evaluation will be conducted for each Workstream.
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).

- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:

- (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category of each Workstream, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.
- (ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream points will be allocated as follows:
- (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
- (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:
- $$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$
- (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 1				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Tester – Level 2	150	50	50	250
Business Analyst – Level 2	225	75	75	375
Technical Writer – Level 2	75	25	25	125
Business System Analyst – Level 2	150	50	50	250
Project Scheduler – Level 2	75	25	25	125
QA Specialist / Analyst – Level 2	75	25	25	125
Project Coordinator – Level 2	75	25	25	125
Project Manager – Level 2	75	25	25	125
Tester – Level 3	75	25	25	125
Business Analyst – Level 3	225	75	75	375
Technical Writer – Level 3	75	25	25	125
Business System Analyst – Level 3	75	25	25	125
Project Scheduler – Level 3	75	25	25	125
QA Specialist / Analyst – Level 3	75	25	25	125
Project Coordinator – Level 3	75	25	25	125

Project Manager – Level 3	225	75	75	375
TOTAL	1800	600	600	3000

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 2				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Tester – Level 2	225	75	75	375
Web Developer – Level 2	75	25	25	125
Programmer / Analyst – Level 2	225	75	75	375
System Analyst – Level 2	75	25	25	125
Technical Architect – Level 2	75	25	25	125
Technology Architect – Level 2	75	25	25	125
System Administrator – Level 2	75	25	25	125
Application/Software Architect – Level 2	75	25	25	125
Tester – Level 3	75	25	25	125
Web Developer – Level 3	75	25	25	125
Programmer / Analyst – Level 3	300	100	100	500
System Analyst – Level 3	75	25	25	125
Technical Architect – Level 3	75	25	25	125
Technology Architect – Level 3	75	25	25	125
System Administrator – Level 3	75	25	25	125
Application/Software Architect – Level 3	225	75	75	375
TOTAL	1875	625	625	3125

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 3				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Tester – Level 2	75	25	25	125
Programmer / Analyst – .NET – Level 2	300	100	100	500
Programmer / Analyst – Java – Level 2	75	25	25	125
Programmer / Analyst – PL/SQL – Level 2	150	50	50	250
Project Leader – Level 2	75	25	25	125
Tester – Level 3	225	75	75	375
Programmer / Analyst – .NET – Level 3	150	50	50	250
Programmer / Analyst – Java – Level 3	75	25	25	125
Programmer / Analyst – PL/SQL – Level 3	225	75	75	375
Programmer / Analyst – PowerBuilder – Level 3	300	100	100	500
Project Leader – Level 3	75	25	25	125
TOTAL	1725	575	575	2875

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 4				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Programmer / Analyst – SCCM – Level 2	75	25	25	125
Business Analyst – Level 2	150	50	50	250
Technology Architect – SCCM – Level 2	150	50	50	250
System Administrator – SCCM – Level 2	75	25	25	125
Operations Support Specialist – Level 2	75	25	25	125
Business System Analyst – Level 3	300	100	100	500
Help Desk Specialist – Level 3	75	25	25	125
Operations Support Specialist – Level 3	150	50	50	250
TOTAL	1050	350	350	1750

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 5				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
IT Security VA Specialist – Level 2	75	25	25	125
Incident Management Specialist – Level 2	150	50	50	250
Computer Forensics Specialist – Level 2	150	50	50	250
IT Security Engineer – Level 2	75	25	25	125
IT Security Design Specialist – Level 2	150	50	50	250
PIA Specialist – Level 2	75	25	25	125
IT Security TRA and C&A Analyst – Level 2	75	25	25	125
IT Security VA Specialist – Level 3	75	25	25	125
IT Security Engineer – Level 3	75	25	25	125
PIA Specialist – Level 3	75	25	25	125
IT Security TRA and C&A Analyst – Level 3	75	25	25	125
TOTAL	1050	350	350	1750

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 6				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Technical Architect – Level 2	75	25	25	125
Technology Architect – Level 2	75	25	25	125
IM Architect – Level 2	75	25	25	125
Risk Management Specialist – Level 2	75	25	25	125
Enterprise Architect – Level 2	75	25	25	125
Application/Software Architect – Level 2	75	25	25	125
Technical Architect – Level 3	75	25	25	125
Technology Architect – Level 3	75	25	25	125

IM Architect – Level 3	75	25	25	125
Risk Management Specialist – Level 3	75	25	25	125
Enterprise Architect – Level 3	75	25	25	125
Application/Software Architect – Level 3	150	50	50	250
TOTAL	975	325	325	1625

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 7				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
System Administrator - Windows – Level 2	225	75	75	375
System Administrator – Linux/Storage Administrator – Level 2	75	25	25	125
System Administrator - Firewall – Level 2	75	25	25	125
Network Analyst – Level 3	150	50	50	250
System Administrator - Windows – Level 3	75	25	25	125
System Administrator – Linux/Storage Administrator – Level 3	75	25	25	125
TOTAL	675	225	225	1125

TABLE 1 - MAXIMUM POINTS ASSIGNED WORKSTREAM 8				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Database Administrator – Level 2	225	75	75	375
Database Analyst / IM Administrator – Level 2	150	50	50	250
Database Modeller / IM Modeller – Level 2	75	25	25	125
Database Administrator – Level 3	150	50	50	250
Database Modeller / IM Modeller – Level 3	225	75	75	375
Application/Software Architect – Level 3	150	50	50	250
TOTAL	975	325	325	1625

- (iii) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category of each Workstream will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.

- (iv) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00

Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
TOTAL	300						

STEP 1 - Establishing the lower and upper median band limits for each year and each resource category

- (Median 1) For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.
- (Median 2) For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.
- (Median 3) For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.
- (Median 4) For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.
- (Median 5) For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.
- (Median 6) For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.

STEP 2 - Points Allocation:

Bidder 1:

- Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)
Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)
- Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)
Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)
- Project Manager Year 1 = 0 points (outside the lower and higher median band limits)
Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)

Bidder 2:

- Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
- Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)
Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)
- Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

Bidder 3:

- Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)	
Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)	
Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)	
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)	
STEP 3 - Financial Score:	
Bidder 1:	75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points
Bidder 2:	71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points
Bidder 3:	66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

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

- (i) **STEP 1 - AVERAGE COMPARISON:** If up to two contracts may be awarded per Workstream as a result of this bid solicitation, the following Step 1 will be part of the evaluation where there exist only two bids that are determined to be otherwise responsive. If there is only one bid, this step will not occur.

For each bid, the rates provided per Resource Category within a Workstream will be added together, and that total will be divided by the total number of Resource Categories, resulting in a Total Average Rate for each period. Once all the Total Average Rates are determined, Canada will determine the percentage difference between the two bids Total Average Rates (the Delta Percentage) for each given period using the following formula: Subtract the lower Total Average Rate from the higher Total Average Rate, then divide the result by the lower Total Average Rate (see example below). In the event that a Delta Percentage is greater than 30% for any given period, the bid that contained the higher Total Average Rate that generated that Delta Percentage will be considered non-responsive.

TABLE 3 - EXAMPLE OF THE AVERAGE COMPARISON IN METHOD B:				
STEP 1				
Resource Category	Bidder 1		Bidder 2	
	Year 1	Year 2	Year 1	Year 2
Programmer	\$800.00	\$800.00	\$850.00	\$900.00
Business Analyst	\$1,000.00	\$1,000.00	\$1,400.00	\$1,650.00
Project Manager	\$1,200.00	\$1,200.00	\$1,300.00	\$1,650.00
Total	\$3,000.00	\$3,000.00	\$3,550.00	\$4,200.00
Total Average Rate (Total divided by 3 Resource Categories)	\$1,000.00	\$1,000.00	\$1,183.33	\$1,400.00
lower	\$1,000.00	\$1,000.00		
higher			\$1,183.33	\$1,400.00
higher minus lower divided by lower equals a Delta Percentage			18.3%	40%

In the above example, Bidder 2 would be considered non-responsive because its bid contained a higher Total Average Rate that generated a Delta Percentage greater than 30%.

(ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 4 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 4 below.

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 1				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Tester – Level 2	150	50	50	250
Business Analyst – Level 2	225	75	75	375
Technical Writer – Level 2	75	25	25	125
Business System Analyst – Level 2	150	50	50	250
Project Scheduler – Level 2	75	25	25	125
QA Specialist / Analyst – Level 2	75	25	25	125
Project Coordinator – Level 2	75	25	25	125
Project Manager – Level 2	75	25	25	125
Tester – Level 3	75	25	25	125
Business Analyst – Level 3	225	75	75	375
Technical Writer – Level 3	75	25	25	125
Business System Analyst – Level 3	75	25	25	125
Project Scheduler – Level 3	75	25	25	125
QA Specialist / Analyst – Level 3	75	25	25	125
Project Coordinator – Level 3	75	25	25	125
Project Manager – Level 3	225	75	75	375
TOTAL	1800	600	600	3000

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 2				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Tester – Level 2	225	75	75	375
Web Developer – Level 2	75	25	25	125
Programmer / Analyst – Level 2	225	75	75	375
System Analyst – Level 2	75	25	25	125
Technical Architect – Level 2	75	25	25	125

Technology Architect – Level 2	75	25	25	125
System Administrator – Level 2	75	25	25	125
Application/Software Architect – Level 2	75	25	25	125
Tester – Level 3	75	25	25	125
Web Developer – Level 3	75	25	25	125
Programmer / Analyst – Level 3	300	100	100	500
System Analyst – Level 3	75	25	25	125
Technical Architect – Level 3	75	25	25	125
Technology Architect – Level 3	75	25	25	125
System Administrator – Level 3	75	25	25	125
Application/Software Architect – Level 3	225	75	75	375
TOTAL	1875	625	625	3125

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 3				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Tester – Level 2	75	25	25	125
Programmer / Analyst – .NET – Level 2	300	100	100	500
Programmer / Analyst – Java – Level 2	75	25	25	125
Programmer / Analyst – PL/SQL – Level 2	150	50	50	250
Project Leader – Level 2	75	25	25	125
Tester – Level 3	225	75	75	375
Programmer / Analyst – .NET – Level 3	150	50	50	250
Programmer / Analyst – Java – Level 3	75	25	25	125
Programmer / Analyst – PL/SQL – Level 3	225	75	75	375
Programmer / Analyst – PowerBuilder – Level 3	300	100	100	500
Project Leader – Level 3	75	25	25	125
TOTAL	1725	575	575	2875

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 4				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Programmer / Analyst – SCCM – Level 2	75	25	25	125
Business Analyst – Level 2	150	50	50	250
Technology Architect – SCCM – Level 2	150	50	50	250
System Administrator – SCCM – Level 2	75	25	25	125
Operations Support Specialist – Level 2	75	25	25	125
Business System Analyst – Level 3	300	100	100	500
Help Desk Specialist – Level 3	75	25	25	125
Operations Support Specialist – Level 3	150	50	50	250
TOTAL	1050	350	350	1750

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 5				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
IT Security VA Specialist – Level 2	75	25	25	125
Incident Management Specialist – Level 2	150	50	50	250
Computer Forensics Specialist – Level 2	150	50	50	250
IT Security Engineer – Level 2	75	25	25	125
IT Security Design Specialist – Level 2	150	50	50	250
PIA Specialist – Level 2	75	25	25	125
IT Security TRA and C&A Analyst – Level 2	75	25	25	125
IT Security VA Specialist – Level 3	75	25	25	125
IT Security Engineer – Level 3	75	25	25	125
PIA Specialist – Level 3	75	25	25	125
IT Security TRA and C&A Analyst – Level 3	75	25	25	125
TOTAL	1050	350	350	1750

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 6				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Technical Architect – Level 2	75	25	25	125
Technology Architect – Level 2	75	25	25	125
IM Architect – Level 2	75	25	25	125
Risk Management Specialist – Level 2	75	25	25	125
Enterprise Architect – Level 2	75	25	25	125
Application/Software Architect – Level 2	75	25	25	125
Technical Architect – Level 3	75	25	25	125
Technology Architect – Level 3	75	25	25	125
IM Architect – Level 3	75	25	25	125
Risk Management Specialist – Level 3	75	25	25	125
Enterprise Architect – Level 3	75	25	25	125
Application/Software Architect – Level 3	150	50	50	250
TOTAL	975	325	325	1625

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 7				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
System Administrator - Windows – Level 2	225	75	75	375
System Administrator – Linux/Storage Administrator – Level 2	75	25	25	125
System Administrator - Firewall – Level 2	75	25	25	125

Network Analyst – Level 3	150	50	50	250
System Administrator - Windows – Level 3	75	25	25	125
System Administrator – Linux/Storage Administrator – Level 3	75	25	25	125
TOTAL	675	225	225	1125

TABLE 4 - MAXIMUM POINTS ASSIGNED WORKSTREAM 8				
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (3 YEARS)	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
Database Administrator – Level 2	225	75	75	375
Database Analyst / IM Administrator – Level 2	150	50	50	250
Database Modeller / IM Modeller – Level 2	75	25	25	125
Database Administrator – Level 3	150	50	50	250
Database Modeller / IM Modeller – Level 3	225	75	75	375
Application/Software Architect – Level 3	150	50	50	250
TOTAL	975	325	325	1625

- (iii) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

(e) Substantiation of Professional Services Rates

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

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

- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

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

(f) **Formulae in Pricing Tables**

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

4.4 **Basis of Selection**

(a) **Evaluation of Bid – Multiple Contracts Awarded for Multiple Workstreams**

Selection Process: The following selection process will be conducted for each Workstream:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.

- (A) Calculation of Total Technical Score: For each Workstream the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points for each Workstream at Attachment 4.1)}} \times 60 = \text{Total Technical Score}$$

- (B) Calculation of Total Financial Score: For each Workstream the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned for each Workstream)}} \times 40 = \text{Total Financial Score}$$

- (C) Calculation of the Total Bidder Score: For each Workstream the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$

- (iii) In the event of identical Total Bidder Scores occurring within a given Workstream, then the bid with the highest Total Technical Score will become the top-ranked bidder.

- (b) **Contract Funding Allocation:** Where for a Workstream more than one contract is awarded, each contract issued for that particular Workstream will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:

- (i) when one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;
- (ii) where two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:
 - (A) the Bidder with the highest Total Bidder Score will receive 55% of the funding initially allocated to that Workstream; and
 - (B) the Bidder with the next highest Total Bidder Score will receive 45% of the funding initially allocated for that Workstream.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2 Additional Certifications Precedent to Contract Award

(a) Submission of Only One Bid

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Allocation of Task Authorizations:** More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
 - (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.
 - (ii) Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.
 - (iii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.

- (iv) The contractor sent a draft TA will have the time set out further below under the subparagraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.
- (v) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada will send the draft TA to the contractor with the next greatest balance remaining of allocation funding.
- (vi) The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.
- (vii) Once the Task Authorization is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.
- (viii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with \$2M, \$1M and \$750,000 in funding for Task Authorizations respectively, and \$200,000 is added to the first contract, then \$100,000 will be added to the second contract and \$75,000 will be added to the third).
- (c) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.
- (d) **Form and Content of Draft Task Authorization:**
 - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
 - (A) the task number;
 - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (C) the details of any financial coding to be used;
 - (D) the categories of resources and the number required;
 - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

- (F) the start and completion dates;
 - (G) milestone dates for deliverables and payments (if applicable);
 - (H) the number of person-days of effort required;
 - (I) whether the work requires on-site activities and the location;
 - (J) the language profile of the resources required;
 - (K) the level of security clearance required of resources;
 - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (M) any other constraints that might affect the completion of the task.
- (e) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (i) To be validly issued, a TA must include the following signatures:
 - (A) for any TA, inclusive of revisions, with a value less than or equal to **\$250,000.00** (including Applicable Taxes), the TA must be signed by:
 - (1) the Technical Authority; and
 - (2) the Elections Canada Administrative Authority;
 - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
 - (1) the Technical Authority; and
 - (2) the Elections Canada Administrative Authority; and
 - (3) the Contracting Authority.

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

(g) **Periodic Usage Reports:**

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

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

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is

identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

- (i) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

- (a) In this clause,
- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding Applicable Taxes); and
 - (ii) **"Minimum Contract Value"** means \$20,000.00.
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

- (i) 2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

- (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

7.5 Security Requirement

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

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

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

7.6 Contract Period

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

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

(b) Option to Extend the Contract:

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Angela Durigan
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
Telephone: (873) 469-4990
E-mail address: angela.durigan@pwgsc-tpsgc.gc.ca

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

(b) Technical Authority

The Technical Authority for the Contract is: **(To be completed at contract award)**

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

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

(c) Contractor's Representative (To be completed at contract award)

Name: _____
Title: _____
Telephone: _____

E-mail address: _____

7.8 Proactive Disclosure of Contracts with Former Public Servants

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

7.9 Payment

(a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iii) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

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

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included.
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (A) when it is 75 percent committed, or
 - (B) 4 months before the contract expiry date, or
 - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
 - (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
 - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.
- (e) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
 - (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
 - (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.10 Invoicing Instructions

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

7.11 Certifications

- (a) The continuous compliance with the certifications provided by the Contractor in its bid, any TA quotation and the ongoing cooperation in providing additional information are conditions of the

Contract. Certifications are subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification, or fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.12 Federal Contractors Program for Employment Equity - Default by Contractor

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

7.13 Applicable Laws

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

7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
 - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
 - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2016-04-04), Higher Complexity - Services;
- (d) Annex A, Statement of Work - Annex A including its Appendices as follows:
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
- (h) the Contractor's bid dated _____, as clarified on "or" as amended _____.

7.15 Foreign Nationals (Canadian Contractor)

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

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

7.16 Foreign Nationals (Foreign Contractor)

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

7.17 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor 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 the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
 - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

- (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.18 Limitation of Liability - Information Management/Information Technology

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

extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability:**

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

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

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in

connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.19 Joint Venture Contractor

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

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

7.20 Professional Services - General

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

Replacement of Specific Individuals

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

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

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

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

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must

immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.21 Safeguarding Electronic Media

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

7.22 Representations and Warranties

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

7.23 Access to Canada's Property and Facilities

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

7.24 Identification Protocol Responsibilities

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

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

Solicitation No. - N° de l'invitation
05005-150334/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
634el

Client Ref. No. - N° de réf. du client
05005-150334

File No. - N° du dossier
634el05005-150334

CCC No./N° CCC - FMS No./N° VME

- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A STATEMENT OF WORK

1 TITLE

Informatics Professional Services:

Streams:

1. Workstream 1 – Business Services
2. Workstream 2 – Web Application Services
3. Workstream 3 – Legacy Application Services
4. Workstream 4 – IT Service Delivery Services
5. Workstream 5 – IT Security Services
6. Workstream 6 – Architecture Services
7. Workstream 7 – ITOPS Delivery Services
8. Workstream 8 – Database Services

2 BACKGROUND

2.1 EC Mandate

Elections Canada (EC) is an independent, non-partisan agency that reports directly to Parliament. EC must be prepared at all times to conduct a federal general election, by-election or referendum, administer the political financing provisions of the Canada Elections Act, monitor compliance and enforce electoral legislation. EC is also mandated to conduct voter education and information programs, and to provide support to the independent boundaries commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census. In addition, EC may carry out studies on alternative voting methods and, with the approval of Parliament, test electronic voting processes for future use during electoral events.

2.2 Objective

The Chief Information Officer Branch (CIOB) has a requirement for the provision of IT professional services, on an "as and when requested" basis, in the National Capital Region (NCR), to support the ongoing development related to the Blueprint 2020 projects and interfaces (applications and data repositories); activities related to installation and deployment; maintenance of all current legacy applications; and ongoing support.

Blueprint 2020 is a key initiative that is considered to be a foundational piece for realizing the transformation of EC voting services. The existing suite of computer applications currently used by returning officers to administer elections is being adapted to meet emerging business needs with respect to voting locations, staff recruitment, records management and results reporting.

3 SCOPE OF WORK

The Contractor must provide informatics professional services to EC on an "as and when requested" basis as initiated through Task Authorizations (TAs). TAs may be issued for any of the resource categories identified in the tables that follow:

3.1 Resource Categories

3.1.1 Stream 1 - Business Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
A.11	Tester	2
B.1	Business Analyst	2
B.14	Technical Writer	2
B.6	Business System Analyst	2
P.10	Project Scheduler	2
P11	Quality Assurance Specialist/Analyst	2
P.7	Project Coordinator	2
P.9	Project Manager	2
A.11	Tester	3
B.1	Business Analyst	3
B.14	Technical Writer	3
B.6	Business System Analyst	3
P.10	Project Scheduler	3
P11	Quality Assurance Specialist/Analyst	3
P.7	Project Coordinator	3
P.9	Project Manager	3

3.1.2 Stream 2 - Web Application Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
A.11	Tester	2
A.14	Web Developer	2
A.7	Programmer / Analyst - .NET	2
A.8	System Analyst	2
I.10	Technical Architect	2
I.11	Technology Architect	2
I.9	System Administrator	2
A.1	Application/Software Architect	2
A.11	Tester	3
A.14	Web Developer	3
A.7	Programmer / Analyst - .NET	3
A.8	System Analyst	3
I.10	Technical Architect	3
I.11	Technology Architect	3
I.9	System Administrator	3
A.1	Application/Software Architect	3

3.1.3 Stream 3 - Legacy Application Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
A.11	Tester	2
A.7	Programmer / Analyst - .NET	2
A.7	Programmer / Analyst – Java	2
A.7	Programmer / Analyst – PL/SQL	2
P.8	Project Leader	2
A.11	Tester	3

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
A.7	Programmer / Analyst - .NET	3
A.7	Programmer / Analyst – Java	3
A.7	Programmer / Analyst – PL/SQL	3
A.7	Programmer / Analyst - PowerBuilder	3
P.8	Project Leader	3

3.1.4 Stream 4 - IT Service Delivery Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
A.7	Programmer / Analyst - SCCM	2
B.1	Business Analyst	2
I.11	Technology Architect - SCCM	2
I.9	System Administrator - SCCM	2
B.13	Operations Support Specialist	2
B.6	Business System Analyst	3
B.10	Help Desk Specialist	3
B.13	Operations Support Specialist	3

3.1.5 Stream 5 - IT Security Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
C.11	IT Security VA Specialist	2
C.12	Incident Management Specialist	2
C.15	Computer Forensics Specialist	2
C.6	IT Security Engineer	2
C.7	IT Security Design Specialist	2
C.16	PIA Specialist	2
C.3	IT Security TRA and C&A Analyst	2
C.11	IT Security VA Specialist	3
C.6	IT Security Engineer	3
C.16	PIA Specialist	3
C.3	IT Security TRA and C&A Analyst	3

3.1.6 Stream 6 - Architecture Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
I.10	Technical Architect	2
I.11	Technology Architect	2
I.5	IM Architect	2
P.12	Risk Management Specialist	2
P.2	Enterprise Architect	2
A.1	Application/Software Architect	2
I.10	Technical Architect	3
I.11	Technology Architect	3
I.5	IM Architect	3
P.12	Risk Management Specialist	3
P.2	Enterprise Architect	3
A.1	Application/Software Architect	3

3.1.7 Stream 7 - ITOPS Delivery Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
I.9	System Administrator - Windows	2
I.9	System Administrator - Linux/Storage Administrator	2
I.9	System Administrator - Firewall	2
I.6	Network Analyst	3
I.9	System Administrator - Windows	3
I.9	System Administrator – Linux/Storage Administrator	3

3.1.8 Stream 8 - Database Services

TBIPS ID	RESOURCE CATEGORY	TBIPS Levels
I.2	Database Administrator	2
I.3	Database Analyst / IM Administrator	2
I.4	Database Modeller / IM Modeller	2
I.2	Database Administrator	3
I.4	Database Modeller / IM Modeller	3
A.1	Application/Software Architect	3

The scope of the IT component of the Blueprint 2020 initiative includes: architecture, design, development, testing and release and deployment activities for the delivery of Blueprint 2020; ongoing support and all necessary upgrades and maintenance of the legacy systems and applications.

In addition, the scope of the Blueprint 202 initiative includes the following:

- all the changes to the business processes and information technology products and services that currently support the field voter registration business functions
- the production of management reports and the management of software user access
- necessary enhancements to the Central Information Repository service and all other legacy applications required to support Blueprint 2020
- necessary system interfaces to ensure the transmission of specific key data and information between legacy applications and required components of the Blueprint 2020 initiative

The work entails applying business analysis processes, through the use of standardized methodologies and templates and providing expert advice and services.

3.2 Tasks

Note: Although a common task lists is presented for many categories with requirements for resources at Level 2 and Level 3, Elections Canada recognizes that work assignments defined at the Task Authorization may warrant a Level 3 resource as the work may be deemed more complex by the nature of the project or operational context. Elections Canada identifies project or operational complexity as a combination of factors such as project value in excess of \$250K, or having a timeline in excess of 6 months, or impacting more than two directorates or involving integration of more than 2 different systems or having significant risk associated with it.

3.2.1 Workstream 1 – Business Services

A.11 Tester, Levels 2 and 3

The Tester must perform the following tasks:

- create test strategies
- write test plans
- write test reports
- create test schedules
- communicate information related to business functions to the programmer team leads, the business subject matter experts (SME's) or the business analysts and the user acceptance test (UAT) team leads
- establish and/or enhance a defect management process for use by projects and/or by the organization
- coordinate test activities with business group's UAT team;
- assist the core project management team and the QA specialist with the preparation of test plans
- produce test scenarios
- write test cases
- prepare test cases, either manually or using an automated tool such as TFS
- estimate effort for test activities
- execute test cases
- record test results
- provide input and assist in the creation of test reports
- test custom-developed web-based solutions that involve integration between applications using a service orientated architecture (SOA)
- test custom developed web-based solutions that involve integration between applications at the database layer using stored procedures, database links and/or triggers
- Test a business mission-critical web-based business application with a minimum user base of 2,000
- analyze test data requirements
- generate test data

B.1 Business Analyst, Levels 2 and 3

The Business Analyst must perform the following tasks:

- define the scope, benefits, assumptions, dependencies, impacts and issues of proposed project investments
- lead the development of business cases, communications and presentation materials and costing models
- develop business architecture descriptions in an IM/IT environment
- perform gap analysis and determine the steps that must be taken to go from the as-is state to the "future state" for baseline and target architectures
- analyze business functional requirements to identify information, procedures and decision flows following a business methodology (i.e. RUP, etc.)
- prepare business process maps and high-level workflow using a methodology (i.e. UML) and business, workflow and organizational modelling software tools such as Enterprise Architect (Sparx Systems)
- meet with clients and stakeholders individually and in joint application development (JAD) sessions to define detailed business requirements
- document requirements in use-case format

B.14 Technical Writer, Levels 2 and 3

The Technical Writer must perform the following tasks:

- write and produce documentation of process, technical configuration documents, flowcharts and templates, as well as processes associated with a system development life cycle and activities conducted within an IT operations environment
- develop document content planning strategies and documentation delivery strategies
- establish document control procedures for the receiving, tracking and releasing of technical documentation
- provide input to the development and delivery of reports, including technical documents
- produce graphs, charts, tables, diagrams and PowerPoint presentations and/or other descriptive forms such as spreadsheets, figures, etc., to solidify the document contents

B.6 Business System Analyst, Levels 2 and 3

The Business System Analyst must perform the following tasks:

- lead and develop requirements, feasibility and specification documents
- evaluate EC's existing business procedures and methods
- identify and document items such as database content, structure and application subsystems, and develop data dictionaries
- analyze high-level architecture for options for stakeholders
- recommend alternatives and options for solutions to stakeholders
- translate high-level business requirements into high-level systems design and specifications
- write technical documentation such as design requirements, functional requirements, deployment plans, etc.

P.10 Project Scheduler, Levels 2 and 3

The Project Scheduler must perform the following tasks:

- produce documents such as memoranda and letters, project status reports
- produce reports, such as budget, work allocation, etc., and presentations in MS PowerPoint
- maintain logs for various project activities
- mitigate the risks associated with items experiencing considerable delays by implementing procedures identified by the core project management team

P.11 Quality Assurance Specialist/Analyst, Levels 2 and 3

The Quality Assurance Specialist/Analyst must perform the following tasks:

- automate the test process
- define, develop, write and recommend test processes, test procedures, test strategies, test plans, test cases and testing best practices
- participate in functional and technical design reviews
- perform integration/functional and system testing
- verify test results
- identify software defects
- document software defects
- participate with other project resources to resolve defects
- monitor and provide recommendations to other team members

P.7 Project Coordinator, Levels 2 and 3

The Project Coordinator must perform the following tasks:

- assist the core project management team in the development of project plans
- assist the core project management team in the development of project schedules
- assist the core project management team in the preparation of work breakdown structures
- assist the core project management team in the development and management of issues logs
- assist in the preparation and delivery of communications materials targeted to management (i.e. Project briefings, dashboard updates, steering committee meetings, etc. regarding project progress and concerns
- attend regular project meetings, documenting decisions and actions in meeting minutes
- distribute meeting minutes and supporting documentation to the project team
- maintain and update a project book with such items as project schedules, status reports, correspondence, etc.
- maintain and prepare correspondence and electronic and paper files
- establish and maintain a tracking and/or follow-up system
- prepare background material for meetings
- assemble and disseminate briefing material
- coordinate conferences and meetings including preparation and provision of minutes and strategic information

P.9 Project Manager, Levels 2 and 3

The Project Manager must perform the following tasks:

- make recommendations concerning the project to senior management
- develop presentations
- manage communications with stakeholders by providing project information
- schedule and conduct sessions to provide schedules, milestones, accomplishments etc.
- review project management, governance structures, work processes and reports
- identify industry and Government of Canada project management best practices
- conduct gap analyses and present results to management with recommendations for how to proceed from the as-is state to the future-planned state
- document business processes
- develop a business case and/or development documents for management
- manage projects during the development, implementation and/or operational start-up
- manage the work breakdown structure by updating, adding and revising as required
- develop and implement new or improved information management (IM) practices
- identify and record changes, issues, risks and interdependencies and take steps to mitigate risk

3.2.2 Workstream 2 – Web Application Services

A.11 Tester, Levels 2 and 3

The Tester must perform the following tasks:

- create test strategies
- write test plans
- write test reports
- create test schedules

- communicate information related to business functions to the programmer team leads, the business SMEs or the business analysts and the UAT team leads
- establish and/or enhance a defect management process for use by projects and/or by the organization
- coordinate test activities with business group's UAT team
- assist the core project management team and the QA specialist with the preparation of test plans
- produce test scenarios
- write test cases
- prepare test cases, either manually or using an automated tool such as TFS
- estimate effort for test activities
- execute test cases
- record test results
- provide input and assist in the creation of test reports
- test custom-developed web-based solutions that involve integration between applications using SOA
- test custom-developed web-based solutions that involve integration between applications at the database layer using stored procedures, database links and/or triggers
- test a business mission critical web-based business application with a minimum user base of 2,000
- analyze test data requirements
- generate test data

A.14 Web Developer Levels 2 and 3

The Web Developer must perform the following tasks:

- apply common look and feel, web accessibility guidelines and usability guidelines to web pages
- derive design requirements based on review and analysis of the business requirement documents
- participate and contribute to design discussions and make design recommendations
- collaborate with the technical architect, the DBA and other developers to ensure all aspects of the application design, including interactions with other applications/software components are well addressed
- prepare and maintain detailed specifications for assigned project
- develop test cases and perform testing and QA
- maintain and support existing web pages

A.7 Programmer/Analyst (.NET) Levels 2 and 3

The Programmer/Analyst (.NET) must perform the following tasks:

- develop detailed functional and application design specification documents
- write technical specification documents
- participate and assist the Elections Canada Technical Authority with security code reviews of .NET code
- perform or lead code reviews
- devise code branching and merge strategies
- define presentation layer validation strategies
- establish an automated application build process using TFS' Build Service, involving multiple configurations and targeting multiple environments

- assist technicians with deployments to externally hosted pre-production and production environments
- develop and execute automated test plans and scripts, including unit testing plans and scripts, integration test plans and scripts, test-driven design and development performance testing and scalability testing
- apply client-side web development technologies and standards such as HTML5, jQuery, Ajax, CSS, Telerik Kendo UI and Web Content Accessibility Standard (WCAG) 2.0 to web application interfaces
- perform source code management, track tasks using Work Items, produce automated builds and track defects using Microsoft Team Foundation Server (TFS)
- develop or maintain business mission-critical, enterprise-wide, or public-facing ASP.NET business application with a minimum user base of 2,000
- perform effort estimates for development tasks
- develop or maintain SOA middle-tier services using WCF
- develop or maintain data access components connecting to Oracle databases
- develop or maintain claims-aware ASP.NET applications using the Microsoft Windows Identity

A.8 System Analyst, Levels 2 and 3

The System Analyst must perform the following tasks:

- lead and develop requirements, feasibility and specification documents
- define scope, benefits, assumptions, dependencies and impacts of new requirements or system changes
- develop screen mock-ups, test plans and test cases
- prepare or coordinate options analyses with stakeholders
- develop use cases
- develop business requirements documents
- conduct joint applications requirements and/or JAD sessions
- develop workflow documents and charts
- develop user training documents

I.10 Technical Architect, Levels 2 and 3

The Technical Architect must perform the following tasks:

- develop application architectures for both existing and new applications
- promote the development of best practices in the following areas
 - enterprise requirements management
 - enterprise architecture
 - application architecture
 - service-oriented architecture
 - application integration
 - business process management and business process modelling
 - SDLC and information management
 - capacity planning
 - web application design
- provide application architecture recommendations to senior management
- implement recommendations
- develop and provide technical documentation
- prepare presentations and deliver architectural presentations to senior management

- develop application services strategy
- develop recommendations for service life cycle tools
- develop application deployment processes

I.11 Technology Architect, Levels 2 and 3

The Technology Architect must perform the following tasks:

- develop project plans and schedules for completion of architecture framework development
- develop and apply methodologies for the development of architectures
- develop Enterprise Architecture Visions which include the following baseline and target: business architecture, data architecture, application architecture and technology architecture
- specify architecture requirements that meet the architectural priorities of the organization
- use SOA frameworks and governance to develop a service solution
- perform impact assessments on how the changes to the Enterprise Architecture will impact an organization's planned and current projects
- develop architecture roadmaps based on The Open Group Architecture Framework (TOGAF)
- use optimized, end-state business processes as input to the model
- develop and present architecture framework recommendations to senior management
- select and/or recommend the reference models, viewpoints and tools for new architecture projects

I.9 System Administrator, Levels 2 and 3

The System Administrator must perform the following tasks:

- provide ongoing support for various web environments in the form of development, testing, UAT, staging and production
- configure, support and troubleshoot to resolve technical problems
- create and troubleshoot Linux/ Middleware scripts, for example: Bash Scripting, PHP, ColdFusion and WebLogic (WLST)
- participate in the development of plans and guidelines to support system operation activities
- document, create and update diagrams of logical architectures and system configurations
- analyze system performance and recommend improvements
- install, monitor, upgrade and maintain operating systems
- install, monitor, upgrade and maintain hardware and software

A.1 Application/Software Architect, Levels 2 and 3

The Application/Software Architect must perform the following tasks:

- conceptualize, plan and conduct research and analysis on new and existing application systems
- develop conceptual, logical and physical architectures
- develop solutions for complex IT projects involving technological components that include business requirements and systems development
- design functionality on IM/IT projects
- provide guidance to the development team during implementation of the design
- analyze and evaluate alternative technology solutions to meet business problems
- monitor industry trends to ensure that solutions fit with government and industry directions for technology
- develop solutions with an operational data store and/or a data warehouse

- identify and document database content, structure and application subsystems and develop data dictionaries
- define input/output sources, including detailed plans for the technical design phase, and obtain approval of the system proposal

3.2.3 Workstream 3 – Legacy Application Services

A.11 Tester, Levels 2 and 3

The Tester must perform the following tasks:

- create test strategies
- write test plans
- write test reports
- create test schedules
- communicate information related to business functions to the programmer team leads, the business SMEs or the business analysts and the UAT team leads
- adopt the defect management process used by the organization
- coordinate test activities with business group's UAT team
- assist the Quality Assurance Specialist/Analyst with the preparation of test plans
- produce test scenarios
- write test cases
- implement test cases and test suites using automated testing software such as TFS
- estimate effort for test activities
- execute test cases
- record test results
- provide input and assist in the creation of test reports
- test custom developed web-based solutions that involve integration between applications using a SOA
- test custom developed web-based solutions that involve integration between applications at the database layer using stored procedures, database links and/or triggers
- test web-based business application with a minimum user base of 2,000
- analyze test data requirements
- generate test data

A.7 Programmer/Analyst (.NET), Levels 2 and 3

The Programmer/Analyst (.NET) must perform the following tasks:

- develop detailed functional and application design specification documents
- write technical specification documents
- participate and assist the Elections Canada Technical Authority with security code reviews of .NET code
- perform or lead code reviews
- devise code branching and merge strategies
- define presentation layer validation strategies
- establish an automated application build process using TFS Build Service, involving multiple configurations and targeting multiple environments
- assist technicians with deployments to externally hosted pre-production and production environments
- develop and execute automated test plans and scripts, including unit testing plans and scripts,

integration test plans and scripts, test-driven design and development performance testing and scalability testing

- apply client-side web development technologies and standards such as HTML5, jQuery, Ajax, CSS, Telerik Kendo UI and Web Content Accessibility Standard (WCAG) 2.0 to web application interfaces
- perform source code management, track tasks using Work Items, produce automated builds and track defects using Microsoft TFS
- develop or maintain business mission-critical, enterprise-wide, or public-facing ASP.NET business application with a minimum user base of 2,000
- develop level of effort estimates for development tasks;
- develop or maintain SOA middle-tier services using WCF
- develop or maintain data access components connecting to Oracle databases
- develop or maintain claims-aware ASP.NET applications using the Microsoft Windows Identity

A.7 Programmer Analyst (PL/SQL), Levels 2 and 3

The Programmer Analyst (PL/SQL) must perform the following tasks:

- design and model large scale Oracle databases using a commercial database design tool such as Enterprise Architect (Sparx Systems)
- perform detailed design of application integration solutions implemented at the database layer that could include PL/SQL stored procedures, database links and triggers
- implement and configure Oracle Text used to support “fuzzy” query requirements
- lead, perform or participate in code reviews
- apply source code control version using tools such as Subversion (SVN), and Microsoft TFS, tracking tasks using Work Items
- write unit test cases
- execute unit test cases
- perform effort estimates for development or maintenance tasks
- provide recommendations and knowledge transfer to other resources or staff
- optimize performance of database design
- optimize performance of queries
- develop detailed functional and/or application design documents
- develop PL/SQL programs
- package database PL/SQL code and scripts for deployment to test, user acceptance testing, pre- production and production environments
- provide input to EC's Change Management Process through Request For Change (RFC)
- attend, on an as and when required basis, weekly Technical Advisory Group meetings or other IT/IM governance body meetings to substantiate RFC

A.7 Programmer Analyst (Java), Levels 2 and 3

The Programmer Analyst (Java) must perform the following tasks:

- develop functional and/or application design specification documents
- use Java application development tools to:
 - develop manual code and screens and report changes
 - deliver applications by creating and/or interpreting use cases and UML diagrams
 - use information retrieval packages (e.g. SQL) in the delivery of applications
 - develop application code and documentation (including class diagrams, interaction diagrams, and detailed design specifications)

- develop web-based applications in a virtualized VMWare production environment
- perform application build using Maven
- update object relation mapping supported by Hibernate
- deploy application build to JE22 Application Server such as Glashfish or Oracle Application Server
- lead and provide recommendations to team members in relation to Java application n-tier application development
- communicate the application development and functionality of the final product with end users and business stakeholders
- apply source code control version using tools such as SVN and Microsoft TFS
- track and update tasks using tools such as TFS
- package application executable and configuration for deployment to various environments such as test, user acceptance, pre- production and production
- provide input to EC's Change Management Process through RFC
- attend, on an as and when required basis, weekly Technical Advisory Group meetings or other IT/IM governance body meetings to substantiate RFC

A.7 Programmer Analyst (PowerBuilder), Level 3

The Programmer Analyst (PowerBuilder) must perform the following tasks:

- elicit business requirements directly from SMEs
- perform impact assessment and provide development effort estimates for proposed changes to PowerBuilder applications
- create and modify PowerBuilder applications while leveraging PowerBuilder PFC library
- create and modify PowerBuilder application data/Window objects using database cursors
- update defect/issue tracking tool throughout life cycle of defect
- safeguard PowerBuilder code changes using source version control system such as Subversion or TFS
- perform development and maintenance of PowerBuilder application(s) connecting to the following databases:
 - Oracle 11g (or higher)
 - SAP Sybase SQL Anywhere 10 (or higher)
- create, modify and debug Oracle PL/SQL code
- create and modify other Windows scripts (e.g. Orca, bat, cmd, ps1)
- communicate development and testing information to testers and to application business owners
- package application executable and configuration for deployment to various environments such as test, user acceptance, pre- production and production
- provide input on EC's Change Management Process through RFC
- attend, on an as and when required basis, weekly Technical Advisory Group meetings or other IT/IM governance body meetings to substantiate RFC

P.8 Project Leader, Levels 2 and 3

The Project Leader must perform the following tasks:

- develop detailed integrated plans for the collection of business requirements
- analyze IT solution options
- create application development plans
- validate cost estimates and definition of linkages to other project areas relevant to project

requirements

- develop life cycle in relation to IM-IT systems, including the management of the project, as well as providing technical expertise for the overall plan
- define and document the objectives of the project
- determine budgetary requirements
- determine composition, roles and responsibilities of team members
- determine the terms of reference for the project team
- manage the implementation of a risk management plan to identify, analyze, plan and track and control project risk
- conduct gap analyses and present results to senior management with recommendations for how to proceed from the as-is state to the future-planned state
- provide input on EC's Change Management Process through RFC
- attend, on an as and when required basis, weekly Technical Advisory Group meetings or other IT/IM governance body meetings to substantiate RFC

3.2.4 Workstream 4 – IT Service Delivery Services

A.7 Programmer Analyst (SCCM), Level 2

The Programmer Analyst (SCCM) must perform the following tasks:

- unit Testing
- integration Testing
- code Reviews
- analyze and define packaging requirements based on documentation provided
- package the software, including developing and testing of installation scripts and packages
- develop program for deployment via MS SCCM
- utilize Advanced Installer to create, deconstruct and modify MSI/MST software application deployment packages
- use Microsoft VBscript, Visual Studio 2013, and Windows PowerShell to script deployments
- research the use installation scripts and command line switches for silent install of COTS products in order to make improvements to future installations

B.1 Business Analyst, Level 2

The Business Analyst must perform the following tasks:

- define the scope, benefits, assumptions, dependencies, impacts and issues of the investment
- lead the development of business cases, communications, presentation materials and costing models
- develop Business Architecture descriptions in an IM/IT environment
- perform gap analysis and determine the steps that must be taken to go from the as-is state to the future state for baseline and target architectures
- analyze business functional requirements to identify information, procedures and decision flows following a business methodology (i.e. RUP, etc.)
- prepare business process maps and high-level workflow using a methodology (i.e. UML) and business, workflow and organizational modelling software tool, such as Enterprise Architect (Sparx Systems)
- meet with clients/stakeholders individually and in JAD sessions to define detailed business requirements
- document requirements in use-case format

1.11 Technology Architect (SCCM), Level 2

The Technology Architect (SCCM) must perform the following tasks:

- provide advice and direction to resolve issues to the third level support staff as required
- liaise with end users as needed to understand their issues with user support
- build and coordinate build of desktop and tablet images as required
- develop project plans and schedules for completion of desktop and tablet architecture framework
- develop and/or apply methodologies for the development of architectures
- assist the Enterprise Architecture team to support the corporate vision which includes the following: business architecture, data architecture, application architecture and technology architecture
- specify architecture requirements that meet the architectural priorities of the organization with a focus on desktop and tablet devices
- perform impact assessments on how the changes to the Enterprise will impact people, processes and tools
- develop architecture roadmaps based on TOGAF
- develop and present architecture framework recommendations to management

1.9 System Administrator (SCCM), Level 2

The System Administrator (SCCM) must perform the following tasks:

- add and update existing SharePoint documentation on SCCM packages release and patches applied
- perform day-to-day operation to administer SCCM server
- liaise with other SMEs to ensure fully functional SCCM environment
- perform reporting on SCCM
- determine the patches required to the base image for desktop machines and recommend required action
- maintain the base image of desktop updated to include the patches (all products in the base image)
- perform reporting on patching related to the base image for desktops
- patch monitor, including the following WSUS-related functionality:
 - scan vendor websites and other sources to obtain information on patch and new version availability for mandated products
 - recommend action(s) for patches and new version to Team Leader
 - coordinate with EC's governance bodies (like TAG/CAG) and communicate with end users to execute the required upgrades
- administer site configuration, hierarchy configuration and distribution points in SCCM
- administer administrative users, security roles, security scopes and accounts in SCCM
- administer SCCM OSD deployment process including the driver library and task sequences
- create and administer advertisements, programs, collections, queries and custom reports in SCCM
- manage and administer SCCM client health, including the process of getting clients healthy
- troubleshoot failed SCCM deployments and SCCM health issues

B.13 Operations Support Specialist, Levels 2 and 3

The Operations Support Specialist must perform the following tasks:

- set up user access
- set up user profiles
- perform back-up and recovery
- perform day-to-day computer systems operations
- create, modify and close both LAN accounts and mailboxes (Capacity, Mail Store)
- create new, modify and remove file access, shared mailbox access, external contacts and security groups
- access, modify and remove with Enterprise Vault and Public folders
- access and modify distribution lists
- manage LAN / User Account Mgmt. administration
- perform groups management tasks, including granting folder access (add resource rights to folder structures, modify resource rights to folder structures, delete resource rights from folder structures) and security functions (add resources to groups, modify resource access to security groups, delete resources from security groups)
- perform maintenance of email distribution list
- perform administrative services to ensure proper operations of meeting room shared IT equipment
- perform administration of user mail boxes (create, extend size, delete)
- perform administration of Shared Mailboxes (create, extend size, delete)
- integrate Enterprise Vault into mailboxes and file shares

B.6 Business System Analyst, Level 3

The Business System Analyst must perform the following tasks:

- lead and develop requirements, feasibility and specification documents
- evaluate existing business procedures and methods at EC and make recommendations about what could be changed to improve systems
- identify and document items such as database content, structure and application subsystems and develop data dictionaries
- analyze high-level architecture for options for stakeholders
- recommend alternatives and options for solutions to stakeholders
- translate high-level business requirements into high-level systems design and specifications
- write technical documentation, such as design requirements, functional requirements, deployment plans, etc

B.10 Help Desk Specialist, Level 3

The Help Desk Specialist must perform the following tasks:

- develop help desk procedures, processes and workflows
- assist developers and IT staff with the development of work-arounds and issue resolution due to enhancements made to IT systems
- develop and manage IT requirements, schedules, action items and client requirements
- provide service management related to coordinating, tracking, updating and reporting
- provide third level support for workstation issues
- troubleshoot issues raised, specifically via the Service Desk (reactive mode)

- perform packaging of simple and medium-complexity software for distribution via SCCM
- provide proactive analysis on Axios tickets (with Service Desk) to determine any potential issues related to work stations
- liaise with vendors, as required, for technical issues on mandated products
- participate in engineering solution for workstations

3.2.5 Workstream 5 – IT Security Services

C.11 IT Security VA Specialist, Levels 2 and 3

The IT Security VA Specialist must perform the following tasks:

- conduct threat and risk assessments (TRAs) of the following system types according to the harmonized TRA methodology:
 - Internet-facing business applications
 - N-tier web-based business applications
 - systems using claims-based authentication and authorization
 - N-tier systems with mobile front ends
 - web APIs
 - Cloud-based solutions
 - database infrastructure
 - MAN and high-latency WAN network infrastructure
 - geospatial applications
- verify that security safeguards for IT systems and infrastructure meet Government of Canada policies and standards and are implemented correctly to meet assurance requirements
- develop and implement certification and accreditation (C&A) programs

C.12 Incident Management Specialist, Level 2

The Incident Management Specialist must perform the following tasks:

- configure security infrastructure to effectively prevent and detect security events
- monitor security infrastructure on a daily basis to detect anomalies and threat activity
- perform detailed analysis of security events and anomalies to identify security incidents and determine their impact
- recommend mitigation measures to respond and recover from security incidents
- generate, track and report case files
- analyze threat and vulnerability information
- provide detailed technical recommendations for preventative measures
- provide advice and guidance on IT security best practices and attack methods/techniques
- produce vulnerability analysis and mitigation recommendations

C.15 Computer Forensics Specialist, Level 2

The Computer Forensics Specialist must perform the following tasks:

- make Images of digital evidence
- preserve the chain of custody of digital evidence for court appearances
- conduct forensic analyses of digital evidence for:
 - digital evidence obtained from Windows environments
 - digital Evidence Obtained from Linux environments

- digital evidence obtained from firewalls and or security appliances
- develop security standard operating procedures and IT security guidelines
- document the findings of forensic analysis for various audiences, such as:
 - technical resources
 - senior management (DG and above)
 - human resources
 - legal services

C.6 IT Security Engineer, Levels 2 and 3

The IT Security Engineer must perform the following tasks:

- provide security architecture design and engineering support to EC's security team
- provide technical support in the following areas:
 - directory standards such as X.400, X.500 and SMTP
 - operating Systems such as MS, Unix, Linux and Novell
 - networking Protocols such as HTTP, FTP and Telnet
- secure IT architectures fundamentals, standards, communications and security protocols such as IPSec, IPv6, SSL and SSH for:
 - network routers, multiplexers and switches
 - domain name services and network time protocols
 - application, host and/or network hardening
- provide support for intrusion detection/prevention systems, malicious code defence, file integrity, enterprise security management and/or firewalls
- provide support for wireless technology
- provide support for cryptographic algorithms and technical threats to, and vulnerabilities of, networks
- prepare technical reports such as IT Security Solutions option analysis and implementation plans

C.7 IT Security Design Specialist, Level 2

The IT Security Design Specialist must perform the following tasks:

- use .NET and related authentication/authorization technologies (SAML 2.0, LDAP, Kerberos) in network design to secure network
- integrate or develop capacity for the Government of Canada mandatory Internal or External Credential Management Service (MyKey, GCKey)
- design IT architectures for security related solutions
- design D proofing solutions in keeping with the Government of Canada policies
- design and implement delegation modelling solutions in keeping with Government of Canada organizational representation and common data modelling techniques
- re-design technology frameworks
- support SOA in the redesign
- integrate solutions with commercial off-the-shelf products
- provide recommendations and knowledge transfer to ensure clients can support and operate the resulting products

C.16 PIA Specialist, Levels 2 and 3

The PIA Specialist must perform the following tasks:

- interpret and apply sections 4 to 8 of the Privacy Act and related regulations, policies and guidelines to privacy impact assessment
- conduct privacy impact assessments on applications/systems using federal privacy legislation
- present electronically, and as required in hard-copy, the following to senior management:
 - privacy requirements documents
 - privacy reports
 - privacy presentations
- develop business process models and data flow charts
- create implementation plans
- mitigate risks identified in a privacy impact assessment

C.3 IT Security TRA and C&A Analyst, Levels 2 and 3

The IT Security TRA and C&A Analyst must perform the following tasks:

- conduct Threat and Risk Assessments (TRAs) of the following system types according to the Harmonized TRA methodology:
 - Internet-facing business applications
 - N-tier web-based business applications
 - systems using claims-based authentication and authorization
 - N-tier systems with mobile front ends
 - web APIs
 - Cloud-based solutions
 - database infrastructure
 - MAN and high-latency WAN network infrastructure
 - geospatial applications
- verify that security safeguards for IT systems and infrastructure meet Government of Canada policies and standards and have been implemented correctly to meet assurance requirements
- develop and implement C&A programs

3.2.6 Workstream 6 – Architecture Services

1.10 Technical Architect, Levels 2 and 3

The Technical Architect must perform the following tasks:

- develop application architectures for both existing and new applications
- implement and develop best practices in the following areas:
 - enterprise requirements management
 - enterprise architecture
 - application architecture
 - service-oriented architecture
 - application integration
 - business process management and business process modelling
 - SDLC and information management
 - capacity planning
 - web application design
- provide application architecture recommendations to senior management
- implement recommendations approved by the Technical Authority
- develop and provide technical application documentation
- prepare presentations and deliver presentations electronically, and as required in hard-copy to senior management

- develop application services strategies
- develop recommendations for service life cycle tools
- develop application deployment processes

I.11 Technology Architect, Levels 2 and 3

The Technology Architect must perform the following tasks:

- develop project plans and schedules for completion of architecture framework development
- develop and/or apply methodologies for the development of architectures
- develop enterprise architecture visions which include the following baseline and target: business architecture, data architecture, application architecture and technology architecture;
- specify architecture requirements that meet the architectural priorities of the organization
- use SOA frameworks and governance to develop service solutions
- perform impact assessments on how the changes to the enterprise architecture will impact an organization's planned and current projects
- develop architecture roadmaps based on TOGAF
- use optimized, end-state business processes as input to the model
- develop and present architecture framework recommendations to senior management
- select and/or recommend the reference models, viewpoints and tools for new architecture projects

I.5 IM Architect, Levels 2 and 3

The IM Architect must perform the following tasks:

- analyze IM architectures
- analyze and design comprehensive enterprise information architecture
- produce documentation specifying the resulting design and recommendations of the analysis
- define and assess client information requirements
- implement the information architecture
- identify and evaluate potential options for metadata management
- develop strategy and framework documents and action plans
- make strategic recommendations to senior management (i.e. written strategy documents for the use of senior management in the Government of Canada environment)
- present recommendations to senior management
- conduct JAD sessions
- analyze, define and document business data requirements and system data requirements
- analyze, define and document metadata requirements for information systems
- develop technical documents for enterprise information architecture for review and acceptance by senior management

P.12 Risk Management Specialist, Levels 2 and 3

The Risk Management Specialist must perform the following tasks:

- identify project risks
- analyze project risks
- plan project risk mitigation
- mitigate project risks, such as budget, timelines, etc.
- engage stakeholders to sponsor risks by:

- identifying and assessing the risk
- identifying and engaging the sponsor
- prioritizing risks
- monitoring risks
- controlling risks
- preparing risk management plans
- using a risk management methodology to perform all tasks associated with risk management

P.2 Enterprise Architect, Levels 2 and 3

The Enterprise Architect must perform the following tasks:

- develop technical architectures, frameworks and strategies to meet the business requirements and long term enterprise goals which include:
 - SOA framework/principles
 - application architecture standards based on J2EE
 - data architecture standards based on Oracle databases
- evaluate alternative technology solutions and architecture alternatives to:
 - create technical specifications that balance requirements from business owners with long-term enterprise goals
 - incorporate enterprise services and data objects
 - achieve approval from both business owners and enterprise authorities
- identify and document enterprise solution standards relating to:
 - authentication
 - service interfaces
 - messaging
 - data objects
 - application security
- monitor industry trends to ensure that solutions fit with government and industry directions for technology

A.1 Application/Software Architect, Levels 2 and 3

The Application/Software Architect must perform the following tasks:

- conceptualize, plan and conduct research and analysis on new and existing application systems
- develop conceptual, logical and physical architectures
- develop solutions for complex IT projects involving technological components that include business requirements and systems development
- design functionality on IM/IT projects
- provide guidance to the development team during implementation of the design
- analyze and evaluate alternative technology solutions for application and software development to meet business problems
- monitor industry trends to ensure that solutions fit with government and industry directions for technology
- develop solutions with an operational data store and/or a data warehouse
- evaluate EC's existing procedures and methods for application/software development, identify and document database content, structure and application subsystems and develop data dictionaries
- define input/output sources, including detailed plan for technical design phase and obtain approval of the Technical Authority of the system proposal

3.2.7 Workstream 7 – ITOPS Delivery Services

1.9 System Administrator, Levels 2 and 3 (MS Windows)

The System Administrator (MS Windows) must perform the following tasks:

- install, monitor, upgrade and maintain Windows operating systems
- install, monitor, upgrade and maintain Windows hardware and software
- work with business analysts, project managers, developers and clients and stakeholders to maintain and improve software performance
- troubleshoot and resolve technical problems
- initiate system administration procedures, such as backup and/or recovery
- analyze system performance and recommend improvements
- perform off-hour patching of the Windows operating systems and/or applications for all environments as required by the Technical Authority environments including, development, test and production
- perform off-hour production work as required by the Technical Authority
- provide on- and off-hour support during general elections and by-elections as required by the Technical Authority;
- provide documentation related to on- and off-hour work being performed (This must be in the form of Word documents and must capture technical procedures and the results)
- provide ongoing support for various environments, at a minimum, in the form of:
 - development
 - testing
 - user acceptance testing
 - staging
 - production
- research and evaluate existing and emerging technologies by interacting with vendors and other technical experts

1.6 System Administrator, Levels 2 and 3 (Linux/Storage Administrator)

The System Administrator (Linux/Storage Administrator) must perform the following tasks:

- install, monitor, upgrade and maintain Linux operating systems
- install, monitor, upgrade and maintain Linux hardware and software
- install, monitor, upgrade and maintain EMC storage system(s)
- install, monitor, upgrade and maintain EMC storage system(s) operating system
- work with business analysts, project managers, developers and clients and stakeholders to maintain and improve software performance
- troubleshoot and resolve technical problems
- initiate system administration procedures, such as backup and/or recovery
- analyze system performance and recommend improvements
- provide off-hour patching of the Linux operating systems and/or applications for all environments as required by the Technical Authority
- perform off-hour work on production environments as required by the Technical Authority
- provide on and off-hour technical assistance during general elections and by-elections as required by the Technical Authority
- provide on- and off-hour on-call support during general elections and by-elections as required by the Technical Authority
- provide documentation related to on- and off-hour work being performed

- provide ongoing support for various environments, at a minimum, in the form of:
 - development
 - testing
 - user acceptance testing
 - staging
 - production
- research and evaluate existing and emerging technologies (**emerging technology** is a new **technology** that is currently being developed or will be developed within the next five to ten years) by interacting with vendors and other technical experts

1.6 System Administrator, Level 2 (Firewall)

The System Administrator (Firewall) must perform the following tasks:

- install, monitor, upgrade and maintain operating systems and/or firmware
- install, monitor, upgrade and maintain hardware and software and/or firmware
- configure and manage the Elections Canada security management (firewalls, remote access VPN, intrusion protection systems, anti-virus and anti-spam) systems
- work with business analysts, project managers, developers and clients and stakeholders to maintain and improve EC application performance
- resolve technical problems by applying problem-solving skills to troubleshoot issues;
- analyze system performance and recommend improvements
- provide off-hour patching of the operating systems and/or firmware for all environments (development, testing, production) as required by the Technical Authority
- perform off-hour production tasks such as configuration changes as required by the Technical Authority
- provide on- and off-hour support during general elections and by-elections as required by the Technical Authority
- provide on and off-hour on-call support during general elections and by-elections as required by the Technical Authority
- provide documentation describing on- and off hour work completed
- perform work on EC systems for the following environments, at a minimum, in the form of:
 - development
 - testing
 - user acceptance testing
 - staging
 - production
- research and evaluate existing and new forefront technologies by interacting with vendors and other technical experts

1.6 Network Analyst, Level 3

The Network Analyst must perform the following tasks:

- troubleshoot network failures or issues and respond to user problems from the Service Desk
- maintain documentation to EC standards on all data network environments, covering minimum device configurations, network security parameters, monitoring, logging and management procedures of all networking elements
- manage, monitor and support the wired and wireless data networking infrastructures, data communication products such as switches, routers and remote access gateways in support of the Storage Area Network (SAN), the Local Area Network (LAN) and the Wide Area Network

(WAN)

- configure and manage the EC data communications network, including configuration and management of all data network switches, firewalls, routers and remote access gateways
- monitor, create, maintain and implement diagnostic procedures for all EC servers, network components and data communications equipment
- design, prototype, document and present new or modified technical architectures for remote connectivity between the returning offices and EC headquarters
- develop and deploy multi-vendor networking strategies
- write small utilities, programs or scripts to perform system maintenance or application automation tasks using tools such as VB Script and .NET programs
- collaborate with teams of senior resources to develop enterprise-class technology solutions;
- perform environment reviews on production, test and development
- gather network requirements from clients and partners
- provide knowledge transfer and technical training for system developers and support staff on the EC network
- configure and optimize network installations
- research and evaluate existing and upcoming network technologies by interacting with vendors and other technical experts

3.2.8 Workstream 8 – Database Services

1.2 Database Administrator, Levels 2 and 3

The Database Administrator must perform the following tasks:

- conduct web application development using:
 - Oracle version 10g
 - PL/SQL
- write complex SQL statements and tune SQL statements
- develop RDMS data models with multiple entities, conceptual, logical and physical modelling
- develop and implement data migration/conversion plans
- develop data conversion procedures
- validate converted/migrated data
- make recommendations related to the new application
- develop database procedures and database scripts (queries)
- test procedures in support of the development, integration and testing of new applications

1.4 Database Modeller / IM Modeller, Levels 2 and 3

The Database Modeller must perform the following tasks:

- translate business needs into data models supporting long-term solutions
- work with the application development team to implement data strategies, build data flows and develop conceptual data models
- create logical and physical data models using industry best practices to ensure high data quality and reduced redundancy
- optimize and update logical and physical data models to support new projects and existing applications
- maintain conceptual, logical and physical data models along with corresponding metadata
- apply EC's and/or industry best practices for standard naming conventions and coding practices to ensure consistency of data models

- recommend opportunities for reuse of data models in new environments
- perform reverse engineering of physical data models from databases and SQL scripts
- evaluate data models and physical databases for variances and discrepancies
- validate business data objects for accuracy and completeness
- analyze data-related system integration challenges and propose appropriate solutions

I.2 Database Analyst / IM Administrator, Level 2

The Database Analyst / IM Administrator must perform the following tasks:

- define new database structures
- define data conversion strategy
- define database conversion specifications
- finalize conversion strategy
- work with users in order to maintain and safeguard the database
- identify requirements for improvements to existing databases by determining users information requirements and system performance and functional requirements
- develop and implement procedures that will ensure the accuracy, completeness and timeliness of data stored in the database
- mediate and resolve conflicts among users needs for data
- advise programmers, analysts and users about the efficient use of data

A.1 Application/Software Architect, Level 3

The Application/Software Architect must perform the following tasks:

- conceptualize, plan and conduct research and analysis on new and existing application systems
- develop conceptual, logical and physical architectures
- develop solutions for complex IT projects involving technological components that include business requirements and systems development
- design functionality on IM/IT projects
- provide guidance to the development team during implementation of the design
- analyze and evaluate alternative technology solutions to meet business problems
- monitor industry trends to ensure that solutions fit with government and industry directions for technology
- develop solutions with an operational data store and/or a data warehouse
- evaluate existing procedures and methods
- identify and document database content, structure and application subsystems and develop data dictionaries
- define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal
- develop solutions with an operational data store and/or a data warehouse

4 DELIVERABLES

The Contractor must provide all deliverables as described on the approved task authorizations. The format of all deliverables will be detailed in each approved task authorization.

5 TECHNICAL ENVIRONMENT

Blueprint 2020 development initiatives, as well as ongoing maintenance of existing applications are to be done under Elections Canada Application Development Environment (ECADE), follow EC SDLC best practices and are to be in line with EC corporate architecture vision.

5.1 EC Computing Environment

EC uses over 200 custom developed business applications and over 20 commercial off-the-shelf applications to support and streamline work processes, access data, and process millions of elector-related transactions. These business applications are critical enablers to address ongoing EC and Canadian citizens' needs.

The following numbers provide a glimpse as to the current level of Information Technology (IT) support in EC:

- approximately 900+ workstations
- approximately 300 BlackBerry devices and cellphones
- approximately 1,600 servers (physical and virtual)
- external web hosting site
- internal networks linking over 630+ points of service
- external links to numerous partners (provinces, territories, MTO's, other government departments such as Vital Statistics, Canada Revenue Agency and some provincial electoral bodies)
- more than 200 custom-developed business applications
- approximately 600 software products (including products for software development)
- telephony: 1 million calls (some are automated voice response system)
- email: 150,000+ received per week (and over 500,000 spam emails are stopped each week)
- over 80 terabytes of data

5.2 Development Platform (Stack)

- Microsoft .NET 4.5 (some applications in previous versions)
 - front end browser based web development
 - web services
 - object models
 - C#
- Oracle 11g database
 - data models
 - PL/SQL stored procedures
- other RDBMS
 - MS SQL Server
- operating system
 - Windows servers
 - Linux
- web server
 - Internet Information Services (IIS)

- J2EE Application Server (limited use)
 - Oracle GlashFish Application Server

5.3 Development Tools

Programming Languages

- .NET C#, VB
- Oracle PL/SQL
- PowerBuilder 12.5

Limited use

- Java
- C++

Version Control System

- Microsoft Team Foundation Server

VisualSVN

Productivity tools

- Visual Studio
- Oracle SQL Developer
- Quest TOAD
- Benthic Golden

6 ON-CALL REQUIREMENTS

On-call duty may be required during electoral events and occasional weekend work may be required for after-hours on-call support.

6.1 General

- (a) "Available for duty on reasonably short notice" is defined as being available within two hours or less at the work site if required. When a contracted resource providing standby support receives a call, an acknowledgment is required as soon as possible by telephone, that is, within 15 minutes or less.
- (b) Standby support is based on availability to be called back on a 24-7 basis.
- (c) Callback support is based on services rendered, either at home or on-site, as appropriate for the problem identified. Standby time cannot be counted against time for which callback services are provided.

If on-call duty is required, it will be calculated at a rate of one half hour of pay for each four hours on-call.

7 LANGUAGE OF WORK

Work will be performed and delivered in English. All written deliverables must be in English. Elections Canada may request specific deliverables in French.

A.1. The Contractor resources under the following categories must provide services in both English and French:

- Help Desk Specialist, Level 3
- Business Analyst, Levels 2 and 3

A.2. The Contractor resources under the following categories may be required to provide services in both English and French, as detailed in each approved task authorization:

- Operations Support Specialist, Level 2 and 3

8 LOCATION OF WORK

Work will be conducted at Elections Canada sites in the NCR.

9 CONSTRAINTS

During non-electoral events, work must be done onsite, during a regular work schedule, Monday to Friday, for a 7.5 hour shift between the hours of 7:00 a.m. and 6:00 p.m.

During federal general elections or referendums, contractors may be called to do shift-work and/or additional hours throughout the week including weekends and any statutory holidays.

All resources will be required to:

- complete weekly timesheets
- promptly communicate issues and risks
- provide biweekly status reports
- provide verbal updates upon request

10 TRAVEL REQUIREMENTS

Travel is not required.

ANNEX B BASIS OF PAYMENT

WORKSTREAM 1 - Business Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Business Analyst	Level 2	
Technical Writer	Level 2	
Business System Analyst	Level 2	
Project Scheduler	Level 2	
QA Specialist / Analyst	Level 2	
Project Coordinator	Level 2	
Project Manager	Level 2	
Tester	Level 3	
Business Analyst	Level 3	
Technical Writer	Level 3	
Business System Analyst	Level 3	
Project Scheduler	Level 3	
QA Specialist / Analyst	Level 3	
Project Coordinator	Level 3	
Project Manager	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Business Analyst	Level 2	
Technical Writer	Level 2	
Business System Analyst	Level 2	
Project Scheduler	Level 2	
QA Specialist / Analyst	Level 2	
Project Coordinator	Level 2	
Project Manager	Level 2	
Tester	Level 3	
Business Analyst	Level 3	
Technical Writer	Level 3	
Business System Analyst	Level 3	
Project Scheduler	Level 3	
QA Specialist / Analyst	Level 3	
Project Coordinator	Level 3	
Project Manager	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Business Analyst	Level 2	

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634el05005-150334

CCC No./N° CCC - FMS No./N° VME

Technical Writer	Level 2	
Business System Analyst	Level 2	
Project Scheduler	Level 2	
QA Specialist / Analyst	Level 2	
Project Coordinator	Level 2	
Project Manager	Level 2	
Tester	Level 3	
Business Analyst	Level 3	
Technical Writer	Level 3	
Business System Analyst	Level 3	
Project Scheduler	Level 3	
QA Specialist / Analyst	Level 3	
Project Coordinator	Level 3	
Project Manager	Level 3	

WORKSTREAM 2 - Web Application Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Web Developer	Level 2	
Programmer / Analyst	Level 2	
System Analyst	Level 2	
Technical Architect	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Application/Software Architect	Level 2	
Tester	Level 3	
Web Developer	Level 3	
Programmer / Analyst	Level 3	
System Analyst	Level 3	
Technical Architect	Level 3	
Technology Architect	Level 3	
System Administrator	Level 3	
Application/Software Architect	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Web Developer	Level 2	
Programmer / Analyst	Level 2	
System Analyst	Level 2	
Technical Architect	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Application/Software Architect	Level 2	
Tester	Level 3	

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Web Developer	Level 3	
Programmer / Analyst	Level 3	
System Analyst	Level 3	
Technical Architect	Level 3	
Technology Architect	Level 3	
System Administrator	Level 3	
Application/Software Architect	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Web Developer	Level 2	
Programmer / Analyst	Level 2	
System Analyst	Level 2	
Technical Architect	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Application/Software Architect	Level 2	
Tester	Level 3	
Web Developer	Level 3	
Programmer / Analyst	Level 3	
System Analyst	Level 3	
Technical Architect	Level 3	
Technology Architect	Level 3	
System Administrator	Level 3	
Application/Software Architect	Level 3	

WORKSTREAM 3 - Legacy Application Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Programmer / Analyst – .NET	Level 2	
Programmer / Analyst – Java	Level 2	
Programmer / Analyst – PL/SQL	Level 2	
Project Leader	Level 2	
Tester	Level 3	
Programmer / Analyst – .NET	Level 3	
Programmer / Analyst – Java	Level 3	
Programmer / Analyst – PL/SQL	Level 3	
Programmer / Analyst – PowerBuilder	Level 3	
Project Leader	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Programmer / Analyst – .NET	Level 2	

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Programmer / Analyst – Java	Level 2	
Programmer / Analyst – PL/SQL	Level 2	
Project Leader	Level 2	
Tester	Level 3	
Programmer / Analyst – .NET	Level 3	
Programmer / Analyst – Java	Level 3	
Programmer / Analyst – PL/SQL	Level 3	
Programmer / Analyst – PowerBuilder	Level 3	
Project Leader	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
Tester	Level 2	
Programmer / Analyst – .NET	Level 2	
Programmer / Analyst – Java	Level 2	
Programmer / Analyst – PL/SQL	Level 2	
Project Leader	Level 2	
Tester	Level 3	
Programmer / Analyst – .NET	Level 3	
Programmer / Analyst – Java	Level 3	
Programmer / Analyst – PL/SQL	Level 3	
Programmer / Analyst – PowerBuilder	Level 3	
Project Leader	Level 3	

WORKSTREAM 4 - IT Service Delivery Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
Programmer / Analyst	Level 2	
Business Analyst	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Operations Support Specialist	Level 2	
Business System Analyst	Level 3	
Help Desk Specialist	Level 3	
Operations Support Specialist	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
Programmer / Analyst	Level 2	
Business Analyst	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Operations Support Specialist	Level 2	
Business System Analyst	Level 3	
Help Desk Specialist	Level 3	
Operations Support Specialist	Level 3	

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Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
Programmer / Analyst	Level 2	
Business Analyst	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Operations Support Specialist	Level 2	
Business System Analyst	Level 3	
Help Desk Specialist	Level 3	
Operations Support Specialist	Level 3	

WORKSTREAM 5 - IT Security Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
IT Security VA Specialist	Level 2	
Incident Management Specialist	Level 2	
Computer Forensics Specialist	Level 2	
IT Security Engineer	Level 2	
IT Security Design Specialist	Level 2	
PIA Specialist	Level 2	
IT Security TRA and C&A Analyst	Level 2	
IT Security VA Specialist	Level 3	
IT Security Engineer	Level 3	
PIA Specialist	Level 3	
IT Security TRA and C&A Analyst	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
IT Security VA Specialist	Level 2	
Incident Management Specialist	Level 2	
Computer Forensics Specialist	Level 2	
IT Security Engineer	Level 2	
IT Security Design Specialist	Level 2	
PIA Specialist	Level 2	
IT Security TRA and C&A Analyst	Level 2	
IT Security VA Specialist	Level 3	
IT Security Engineer	Level 3	
PIA Specialist	Level 3	
IT Security TRA and C&A Analyst	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
IT Security VA Specialist	Level 2	
Incident Management Specialist	Level 2	

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Computer Forensics Specialist	Level 2	
IT Security Engineer	Level 2	
IT Security Design Specialist	Level 2	
PIA Specialist	Level 2	
IT Security TRA and C&A Analyst	Level 2	
IT Security VA Specialist	Level 3	
IT Security Engineer	Level 3	
PIA Specialist	Level 3	
IT Security TRA and C&A Analyst	Level 3	

WORKSTREAM 6 - Architecture Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
Technical Architect	Level 2	
Technology Architect	Level 2	
IM Architect	Level 2	
Risk Management Specialist	Level 2	
Enterprise Architect	Level 2	
Application/Software Architect	Level 2	
Technical Architect	Level 3	
Technology Architect	Level 3	
IM Architect	Level 3	
Risk Management Specialist	Level 3	
Enterprise Architect	Level 3	
Application/Software Architect	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
Technical Architect	Level 2	
Technology Architect	Level 2	
IM Architect	Level 2	
Risk Management Specialist	Level 2	
Enterprise Architect	Level 2	
Application/Software Architect	Level 2	
Technical Architect	Level 3	
Technology Architect	Level 3	
IM Architect	Level 3	
Risk Management Specialist	Level 3	
Enterprise Architect	Level 3	
Application/Software Architect	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
Technical Architect	Level 2	
Technology Architect	Level 2	
IM Architect	Level 2	

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Risk Management Specialist	Level 2	
Enterprise Architect	Level 2	
Application/Software Architect	Level 2	
Technical Architect	Level 3	
Technology Architect	Level 3	
IM Architect	Level 3	
Risk Management Specialist	Level 3	
Enterprise Architect	Level 3	
Application/Software Architect	Level 3	

WORKSTREAM 7 - ITOPS Delivery Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
System Administrators – Windows	Level 2	
System Administrators – Linux/Storage Administrator	Level 2	
System Administrators – Firewall	Level 2	
Network Analyst	Level 3	
System Administrators - Windows	Level 3	
System Administrators – Linux/Storage Administrator	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
System Administrators – Windows	Level 2	
System Administrators – Linux/Storage Administrator	Level 2	
System Administrators – Firewall	Level 2	
Network Analyst	Level 3	
System Administrators - Windows	Level 3	
System Administrators – Linux/Storage Administrator	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
System Administrators – Windows	Level 2	
System Administrators – Linux/Storage Administrator	Level 2	
System Administrators – Firewall	Level 2	
Network Analyst	Level 3	
System Administrators - Windows	Level 3	
System Administrators – Linux/Storage Administrator	Level 3	

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WORKSTREAM 8 - Database Services

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
Database Administrator	Level 2	
Database Analyst / IM Administrator	Level 2	
Database Modeller / IM Modeller	Level 2	
Database Administrator	Level 3	
Database Modeller / IM Modeller	Level 3	
Application/Software Architect	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
Database Administrator	Level 2	
Database Analyst / IM Administrator	Level 2	
Database Modeller / IM Modeller	Level 2	
Database Administrator	Level 3	
Database Modeller / IM Modeller	Level 3	
Application/Software Architect	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
Database Administrator	Level 2	
Database Analyst / IM Administrator	Level 2	
Database Modeller / IM Modeller	Level 2	
Database Administrator	Level 3	
Database Modeller / IM Modeller	Level 3	
Application/Software Architect	Level 3	

Note to Bidders: Only one of the above set of tables, as applicable to the workstream, will be included in any resulting contract.

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ANNEX C SECURITY REQUIREMENTS CHECK LIST

See Attached Document

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ATTACHMENT 1 BID SUBMISSION FORM

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

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[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. 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		

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ATTACHMENT 2 BID EVALUATION CRITERIA

Mandatory Evaluation Criteria: Workstream 1 - Business Services

Table 1: Corporate Mandatory Criteria - Workstream 1 - Business Services

ID	Mandatory Criteria	Demonstrated Requirement and Cross-Reference to Page in Bidder's Technical Proposal (if not inserted in the space provided)																		
M1	<p>The Bidder <u>must</u> have demonstrated billable days of experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of IT Professional Services.2) The billable days must have occurred within the past five years prior to the bid closing date.3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.1 Workstream 1 – Business Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template. <table><tr><th>Resource Category</th><th>Minimum Billable Days</th></tr><tr><td>Tester</td><td>1,070</td></tr><tr><td>Business Analyst</td><td>2,200</td></tr><tr><td>Technical Writer</td><td>1,375</td></tr><tr><td>Business System Analyst</td><td>1,250</td></tr><tr><td>Project Scheduler</td><td>750</td></tr><tr><td>QA Specialist / Analyst</td><td>750</td></tr><tr><td>Project Coordinator</td><td>1,025</td></tr><tr><td>Project Manager</td><td>1,400</td></tr></table>	Resource Category	Minimum Billable Days	Tester	1,070	Business Analyst	2,200	Technical Writer	1,375	Business System Analyst	1,250	Project Scheduler	750	QA Specialist / Analyst	750	Project Coordinator	1,025	Project Manager	1,400	
Resource Category	Minimum Billable Days																			
Tester	1,070																			
Business Analyst	2,200																			
Technical Writer	1,375																			
Business System Analyst	1,250																			
Project Scheduler	750																			
QA Specialist / Analyst	750																			
Project Coordinator	1,025																			
Project Manager	1,400																			

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M2	<p>Corporate Experience (Contract References)</p> <p>Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver IT Professional Services.</p> <p>For each contract reference provided:</p> <ul style="list-style-type: none">i) The contract for IT Professional Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);ii) The contract must have been completed in the last five years or have been ongoing for a minimum of 12 months prior to the bid closing date; andiii) The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	
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Point-Rated Evaluation Criteria, Example

Table 2: Sample Evaluation Scenario (R1), Applicable to All Workstreams

Evaluation Scenario				
Billable Days				
	(A)	(B)	(C)	(D)
Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess (C)=(A)-(B)	Bidder's % Increase Maximum of 100 (D)=(C)/(B)*100
Tester	3,000	1,260	1,740	100
Web Developer	4,000	1,500	2,500	100
Programmer / Analyst	3,500	2,000	1,500	75
System Analyst	2,500	1,000	1,500	100
Technical Architect	1,500	500	1,000	100
Technology Architect	1,500	500	1,000	100
System Administrator	2,300	1,000	1,300	100
Application/Software Architect	1,400	525	875	100
Bidder's Score = Sum of (D) for All /800 * 100 = score out of 100				775 out of 800
				96.875 out of 100

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Point-Rated Evaluation Criteria: Workstream 1 - Business Services

Table 3: Point-Rated Criteria – Corporate - Workstream 1 - Business Services

ID	Corporate Name:		Point-Rated Criteria		Demonstrated Experience		Max # Points
R1	The Bidder should demonstrate its billable days of experience in excess of the minimum billable days under M1. Complete the table below.						
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.						
	Evaluation Scenario						
		(A)	(B)	(C)	(D)		
	Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100		
				(C)=(A)-(B)	(D)=(C)/(B)*100		
	Tester		1,070				
	Business Analyst		2,200				
	Technical Writer		1,375				
	Business System Analyst		1,250				
Project Scheduler		750					
QA Specialist / Analyst		750					
Project Coordinator		1,025					
Project Manager		1,400					
Bidder's Score = Sum of (D) for All /800 * 100 = score out of 100							<<insert score>> out of 800
							<<insert score>> out of 100

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R2	<p>The Bidder has experience over and above the minimum three contract references in M2:</p> <p><i>“Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder must provide three contract references where the Bidder was contracted to deliver IT Professional Services.</i></p> <p><i>For each contract reference provided:</i></p> <ol style="list-style-type: none"><i>The contract for IT Professional Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);</i><i>The contract must have been completed in the last five* years or have been ongoing for a minimum of 12 months prior to the bid closing date; and</i><i>The contract must have included the provision of a team of three or more of the resource categories identified in M3 at the same time and for at least six months.”</i> <p><i>*The window of acceptable experience has been expanded from 5 to 15 years for this point-rated criterion.</i></p> <p>The Bidder will be awarded 10 points for each contract reference provided in excess of the three required in M2, up to a maximum of 50 points.</p> <p>Note: <i>An additional 10 points will be awarded if all eight resource categories in this workstream are demonstrated, within any combination of contract references provided.</i></p>	<p>4 contract references = 10 points 5 contract references = 20 points 6 contract references = 30 points 7 contract references = 40 points 8 or more contract references = 50 points</p>	60
		TOTAL (Minimum Pass Mark)	160 (112)

Mandatory Evaluation Criteria: Workstream 2 - Web Application Services**Table 4: Corporate Mandatory Criteria - Workstream 2 - Web Application Services**

ID	Mandatory Criteria	Demonstrated Requirement and Cross-Reference to Page in Bidder's Technical Proposal (if not inserted in the space provided)
M1	<p>The Bidder must have demonstrated billable days of experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of Web Application Services.2) The billable days must have occurred within the past five years prior to the bid closing date,3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.2 Workstream 2 – Web Application Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template.	

Resource Category	Minimum Billable Days
Tester	1,510
Web Developer	1,000
Programmer / Analyst -.NET	2,500
System Analyst	1,200
Technical Architect	500
Technology Architect	500
System Administrator	1,000
Application/Software Architect	1,650

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M2	Corporate Experience (Contract References)	
	<p>Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver Web Application Services.</p> <p>For each contract reference provided:</p> <ul style="list-style-type: none">i. The contract for Web Application Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);ii. The contract must have been completed in the last five years or have been ongoing for a minimum of 12 months prior to the bid closing date; andiii. The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	

Point-Rated Evaluation Criteria: Workstream 2 - Web Application Services

Table 5: Point-Rated Criteria – Corporate - Workstream 2 - Web Application Services

ID	Corporate Name:		Demonstrated Experience		Max # Points
	Point-Rated Criteria				
R1	The Bidder should demonstrate its billable days experience in excess of the minimum billable days under M1. Complete the table below.				
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.				
	Evaluation Scenario				
	Billable Days				
	(A)	(B)	(C)	(D)	
	Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100
				(C)=(A)-(B)	(D)=(C)/(B)*100
	Tester		1,510		
	Web Developer		1,000		
	Programmer / Analyst - .NET		2,500		
	System Analyst		1,200		
	Technical Architect		500		
	Technology Architect		500		
	System Administrator		1,000		
	Application/Software Architect		1,650		
	Bidder's Score = Sum of (D) for All /800 * 100 = score out of 100				
					<<insert score>> out of 800
				<<insert score>> out of 100	

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Mandatory Evaluation Criteria: Workstream 3 - Legacy Application Services

Table 6: Corporate Mandatory Criteria - Workstream 3 - Legacy Application Services

ID	Mandatory Criteria	Demonstrated Requirement and Cross-Reference to Page in Bidder's Technical Proposal (if not inserted in the space provided)														
M1	<p>The Bidder must have demonstrated billable days of experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of Legacy Application Services.2) The billable days must have occurred within the past five years prior to the bid closing date.3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.3 Workstream 3 – Legacy Application Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template. <table><tr><th>Resource Category</th><th>Minimum Billable Days</th></tr><tr><td>Tester</td><td>1,980</td></tr><tr><td>Programmer/Analyst - .NET</td><td>2,300</td></tr><tr><td>Programmer/Analyst – Java</td><td>800</td></tr><tr><td>Programmer/Analyst - PL/SQL</td><td>2,200</td></tr><tr><td>Programmer/Analyst – PowerBuilder</td><td>1,800</td></tr><tr><td>Project Leader</td><td>500</td></tr></table>	Resource Category	Minimum Billable Days	Tester	1,980	Programmer/Analyst - .NET	2,300	Programmer/Analyst – Java	800	Programmer/Analyst - PL/SQL	2,200	Programmer/Analyst – PowerBuilder	1,800	Project Leader	500	
Resource Category	Minimum Billable Days															
Tester	1,980															
Programmer/Analyst - .NET	2,300															
Programmer/Analyst – Java	800															
Programmer/Analyst - PL/SQL	2,200															
Programmer/Analyst – PowerBuilder	1,800															
Project Leader	500															

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M2	Corporate Experience (Contract References) Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver Legacy Application Services. For each contract reference provided: i. The contract for Legacy Application Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars); ii. The contract must have been completed in the last five years or have been ongoing for a minimum of 12 months prior to the bid closing date; and iii. The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	
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Point-Rated Evaluation Criteria: Workstream 3 - Legacy Application Services

Table 7: Point-Rated Criteria – Corporate - Workstream 3 - Legacy Application Services

ID	Corporate Name:		Demonstrated Experience			Max # Points
	Point-Rated Criteria					
R1	The Bidder should demonstrate its billable days of experience in excess of the minimum billable days under M1. Complete the table below.					
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.					
	Evaluation Scenario					
	Billable Days					
		(A)	(B)	(C)	(D)	
	Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100	
				(C)=(A)-(B)	(D)=(C)/(B)*100	
	Tester		1,980			
	Programmer/Analyst - .NET		2,300			
	Programmer/Analyst – Java		800			
	Programmer/Analyst – PL/SQL		2,200			
	Programmer/Analyst – PowerBuilder		1,800			
	Project Leader		500			
	Bidder's Score = Sum of (D) for All /600 * 100 = score out of 100					
						<<insert score>> out of 600
					<<insert score>> out of 100	

R2	<p>The Bidder has experience over and above the minimum three contract references in M2:</p> <p><i>"Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder must provide three contract references where the Bidder was contracted to deliver Legacy Application Services.</i></p> <p><i>For each contract reference provided:</i></p> <ul style="list-style-type: none"> i. <i>The contract for Legacy Application Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);</i> ii. <i>The contract must have been completed in the last five* years or has been ongoing for a minimum of 12 months prior to the bid closing date; and</i> iii. <i>The contract must have included the provision of a team of three or more of the resource categories identified in M3 at the same time and for at least six months."</i> <p><i>*The window of acceptable experience has been expanded from 5 to 15 years for this point-rated criterion.</i></p> <p>The Bidder will be awarded 10 points for each contract reference provided in excess of the three required in M2, up to a maximum of 50 points.</p> <p>Note: <i>An additional 10 points will be awarded if all six resource categories in this workstream are demonstrated, within any combination of contract references provided.</i></p>	<p>4 contract references = 10 points 5 contract references = 20 points 6 contract references = 30 points 7 contract references = 40 points 8 or more contract references = 50 points</p>	60
TOTAL (Minimum Pass Mark)			160 (112)

Mandatory Evaluation Criteria: Workstream 4 - IT Service Delivery Services**Table 8: Corporate Mandatory Criteria - Workstream 4 - IT Service Delivery Services**

ID	Mandatory Criteria	Demonstrated Requirement and Cross-Reference to Page in Bidder's Technical Proposal (if not inserted in the space provided)																
M1	<p>The Bidder must have demonstrated billable days experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of IT Professional Services.2) The billable days must have occurred within the past five years prior to the bid closing date.3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.4 Workstream 4 – IT Service Delivery Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template. <table><tr><th>Resource Category</th><th>Minimum Billable Days</th></tr><tr><td>Programmer / Analyst – SCCM</td><td>1,210</td></tr><tr><td>Business Analyst</td><td>1,210</td></tr><tr><td>Technology Architect – SCCM</td><td>605</td></tr><tr><td>System Administrator – SCCM</td><td>605</td></tr><tr><td>Operations Support Specialist</td><td>7,260</td></tr><tr><td>Business System Analyst</td><td>605</td></tr><tr><td>Help Desk Specialist</td><td>1,210</td></tr></table>	Resource Category	Minimum Billable Days	Programmer / Analyst – SCCM	1,210	Business Analyst	1,210	Technology Architect – SCCM	605	System Administrator – SCCM	605	Operations Support Specialist	7,260	Business System Analyst	605	Help Desk Specialist	1,210	
Resource Category	Minimum Billable Days																	
Programmer / Analyst – SCCM	1,210																	
Business Analyst	1,210																	
Technology Architect – SCCM	605																	
System Administrator – SCCM	605																	
Operations Support Specialist	7,260																	
Business System Analyst	605																	
Help Desk Specialist	1,210																	

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M2	Corporate Experience (Contract References) Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver IT Professional Services. For each contract reference provided: i. The contract for IT Professional Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars); ii. The contract must have been completed in the last five years or have been ongoing for a minimum of 12 months prior to the bid closing date; and iii. The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	
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Point-Rated Evaluation Criteria: Workstream 4 - IT Service Delivery Services**Table 9: Point-Rated Criteria – Corporate - Workstream 4 - IT Service Delivery Services**

ID	Corporate Name:	Point-Rated Criteria	Demonstrated Experience				Max # Points
R1	The Bidder should demonstrate its billable days of experience in excess of the minimum billable days under M1. Complete the table below.						100
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.						
	Evaluation Scenario						
	Billable Days						
		(A)	(B)	(C)	(D)		
	Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100		
				(C)=(A)-(B)	(D)=(C)/(B)*100		
	Programmer / Analyst – SCCM		1,210				
	Business Analyst		1,210				
	Technology Architect – SCCM		605				
	System Administrator – SCCM		605				
	Operations Support Specialist		7,260				
	Business System Analyst		605				
	Help Desk Specialist		1,210				
Bidder's Score = Sum of (D) for All /700 * 100 = score out of 100						<<insert score>> out of 700	
						<<insert score>> out of 100	

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R2	<p>The Bidder has experience over and above the minimum three contract references in M2:</p> <p><i>“Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver IT Professional Services.</i></p> <p><i>For each contract reference provided:</i></p> <ol style="list-style-type: none"><i>The contract for IT Professional Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);</i><i>The contract must have been completed in the last five* years or has been ongoing for a minimum of 12 months prior to the bid closing date; and</i><i>The contract must have included the provision of a team of three or more of the resource categories identified in M3 at the same time and for at least six months.”</i> <p><i>*The window of acceptable experience has been expanded from 5 to 15 years for this point-rated criterion.</i></p> <p>The Bidder will be awarded 10 points for each contract reference provided in excess of the three required in M2, up to a maximum of 50 points.</p> <p>Note: <i>An additional 10 points will be awarded if all seven resource categories in this workstream are demonstrated, within any combination of contract references provided.</i></p>	<p>4 contract references = 10 points 5 contract references = 20 points 6 contract references = 30 points 7 contract references = 40 points 8 or more contract references = 50 points</p>	60
		TOTAL (Minimum Pass Mark)	160 (112)

Mandatory Evaluation Criteria: Workstream 5 - IT Security Services

Table 10: Corporate Mandatory Criteria - Workstream 5 - IT Security Services

ID	Mandatory Criteria	Demonstrated Requirement and Cross-Reference to Page in Bidder's Technical Proposal (if not inserted in the space provided)																
M1	<p>The Bidder must have demonstrated billable days of experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of IT Security Services.2) The billable days must have occurred within the past five years prior to the bid closing date.3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.5 Workstream 5 – IT Security Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template. <table><tr><th>Resource Category</th><th>Minimum Billable Days</th></tr><tr><td>IT Security VA Specialist</td><td>300</td></tr><tr><td>Incident Management Specialist</td><td>605</td></tr><tr><td>Computer Forensics Specialist</td><td>605</td></tr><tr><td>IT Security Engineer</td><td>300</td></tr><tr><td>IT Security Design Specialist</td><td>605</td></tr><tr><td>PIA Specialist</td><td>450</td></tr><tr><td>IT Security TRA and C&A Analyst</td><td>450</td></tr></table>	Resource Category	Minimum Billable Days	IT Security VA Specialist	300	Incident Management Specialist	605	Computer Forensics Specialist	605	IT Security Engineer	300	IT Security Design Specialist	605	PIA Specialist	450	IT Security TRA and C&A Analyst	450	
Resource Category	Minimum Billable Days																	
IT Security VA Specialist	300																	
Incident Management Specialist	605																	
Computer Forensics Specialist	605																	
IT Security Engineer	300																	
IT Security Design Specialist	605																	
PIA Specialist	450																	
IT Security TRA and C&A Analyst	450																	

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M2	Corporate Experience (Contract References) Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver IT Security Services. For each contract reference provided: i. The contract for IT Security Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars); ii. The contract must have been completed in the last five years or has been ongoing for a minimum of 12 months prior to the bid closing date; and iii. The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	
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Point-Rated Evaluation Criteria: Workstream 5 - IT Security Services

Table 11: Point-Rated Criteria – Corporate - Workstream 5 - IT Security Services

ID	Corporate Name:	Point-Rated Criteria	Demonstrated Experience				Max # Points
R1	The Bidder should demonstrate its billable days of experience in excess of the minimum billable days under M1. Complete the table below.						100
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.						
	Evaluation Scenario						
	Billable Days						
	(A)	(B)	(C)	(D)			
	Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100		
			(C)=(A)-(B)	(D)=(C)/(B)*100			
	IT Security VA Specialist		300				
	Incident Management Specialist		605				
	Computer Forensics Specialist		605				
	IT Security Engineer		300				
	IT Security Design Specialist		605				
	PIA Specialist		450				
IT Security TRA and C&A Analyst		450					
Bidder's Score = Sum of (D) for All /700 * 100 = score out of 100					<<insert score>> out of 700		
					<<insert score>> out of 100		

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R2	<p>The Bidder has experience over and above the minimum three contract references in M2:</p> <p><i>“Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver IT Security Services.</i></p> <p><i>For each contract reference provided:</i></p> <ol style="list-style-type: none"><i>The contract for IT Security Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);</i><i>The contract must have been completed in the last five* years or has been ongoing for a minimum of 12 months prior to the bid closing date; and</i><i>The contract must have included the provision of a team of three or more of the resource categories identified in M3 at the same time and for at least six months.”</i> <p><i>*The window of acceptable experience has been expanded from 5 to 15 years for this point-rated criterion.</i></p> <p>The Bidder will be awarded 10 points for each contract reference provided in excess of the three required in M2, up to a maximum of 50 points.</p> <p>Note: <i>An additional 10 points will be awarded if all seven resource categories in this workstream are demonstrated, within any combination of contract references provided.</i></p>	<p>4 contract references = 10 points 5 contract references = 20 points 6 contract references = 30 points 7 contract references = 40 points 8 or more contract references = 50 points</p>	60
		TOTAL (Minimum Pass Mark)	160 (112)

Mandatory Evaluation Criteria: Workstream 6 - Architecture Services**Table 12: Corporate Mandatory Criteria - Workstream 6 - Architecture Services**

ID	Mandatory Criteria	Demonstrated Requirement and Cross-Reference to Page in Bidder's Technical Proposal (if not inserted in the space provided)														
M1	<p>The Bidder must have demonstrated billable days of experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of Architecture Services.2) The billable days must have occurred within the past five years prior to the bid closing date.3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.6 Workstream 6 – Architecture Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template. <table><tr><th>Resource Category</th><th>Minimum Billable Days</th></tr><tr><td>Technical Architect</td><td>230</td></tr><tr><td>Technology Architect</td><td>200</td></tr><tr><td>IM Architect</td><td>370</td></tr><tr><td>Risk Management Specialist</td><td>500</td></tr><tr><td>Enterprise Architect</td><td>450</td></tr><tr><td>Application/Software Architect</td><td>600</td></tr></table>	Resource Category	Minimum Billable Days	Technical Architect	230	Technology Architect	200	IM Architect	370	Risk Management Specialist	500	Enterprise Architect	450	Application/Software Architect	600	
Resource Category	Minimum Billable Days															
Technical Architect	230															
Technology Architect	200															
IM Architect	370															
Risk Management Specialist	500															
Enterprise Architect	450															
Application/Software Architect	600															

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M2	<p>Corporate Experience (Contract References)</p> <p>Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver Architecture Services.</p> <p>For each contract reference provided:</p> <ul style="list-style-type: none">i. The contract for Architecture Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);ii. The contract must have been completed in the last five years or have been ongoing for a minimum of 12 months prior to the bid closing date; andiii. The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	
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Point-Rated Evaluation Criteria: Workstream 6 - Architecture Services

Table 13: Point-Rated Criteria – Corporate - Workstream 6 - Architecture Services

ID	Corporate Name:		Point-Rated Criteria			Demonstrated Experience		Max # Points
R1	The Bidder should demonstrate its billable days of experience in excess of the minimum billable days under M1. Complete the table below.							
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.							
	Evaluation Scenario							
			Billable Days					
		(A)	(B)	(C)	(D)			
	Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100			
				(C)=(A)-(B)	(D)=(C)/(B)*100			
	Technical Architect		230					
	Technology Architect		200					
	IM Architect		370					
Risk Management Specialist		500						
Enterprise Architect		450						
Application/Software Architect		600						
Bidder's Score = Sum of (D) for All /600 * 100 = score out of 100					<<insert score>> out of 600			
					<<insert score>> out of 100			

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R2	<p>The Bidder has experience over and above the minimum three contract references in M2:</p> <p><i>“Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder must provide three contract references where the Bidder was contracted to deliver Architecture Services.</i></p> <p><i>For each contract reference provided:</i></p> <ol style="list-style-type: none"><i>The contract for Architecture Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);</i><i>The contract must have been completed in the last five* years or have been ongoing for a minimum of 12 months prior to the bid closing date; and</i><i>The contract must have included the provision of a team of three or more of the resource categories identified in M3 at the same time and for at least six months.”</i> <p>The window of acceptable experience has been expanded from 5 to 15 years for this point-rated criterion.</p> <p>The Bidder will be awarded 10 points for each contract reference provided in excess of the three required in M2, up to a maximum of 50 points.</p> <p>Note: <i>An additional 10 points will be awarded if all six resource categories in this workstream are demonstrated, within any combination of contract references provided.</i></p>	<p>4 contract references = 10 points 5 contract references = 20 points 6 contract references = 30 points 7 contract references = 40 points 8 or more contract references = 50 points</p>	60
			TOTAL (Minimum Pass Mark)
			160 (112)

Mandatory Evaluation Criteria: Workstream 7 - ITOPS Delivery Services

Table 14: Corporate Mandatory Criteria - Workstream 7 - ITOPS Delivery Services

ID	Mandatory Criteria	Demonstrated Requirement and Cross-Reference to Page in Bidder's Technical Proposal (if not inserted in the space provided)										
M1	<p>The Bidder must have demonstrated billable days experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of IT Professional Services.2) The billable days must have occurred within the past five years prior to the bid closing date.3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.7 Workstream 7 – ITOPS Delivery Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template. <table><tr><th>Resource Category</th><th>Minimum Billable Days</th></tr><tr><td>System Administrator – Windows</td><td>2,420</td></tr><tr><td>System Administrator – Linux/Storage Administrator</td><td>1,210</td></tr><tr><td>System Administrator – Firewall</td><td>605</td></tr><tr><td>Network Analyst</td><td>1,210</td></tr></table>	Resource Category	Minimum Billable Days	System Administrator – Windows	2,420	System Administrator – Linux/Storage Administrator	1,210	System Administrator – Firewall	605	Network Analyst	1,210	
Resource Category	Minimum Billable Days											
System Administrator – Windows	2,420											
System Administrator – Linux/Storage Administrator	1,210											
System Administrator – Firewall	605											
Network Analyst	1,210											

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M2	Corporate Experience (Contract References) Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver IT Professional Services. For each contract reference provided: i. The contract for IT Professional Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars); ii. The contract must have been completed in the last five years or have been ongoing for a minimum of 12 months prior to the bid closing date; and iii. The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	
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Point-Rated Evaluation Criteria: Workstream 7 - ITOPS Delivery Services

Table 15: Point-Rated Criteria – Corporate - Workstream 7 - ITOPS Delivery Services

ID	Corporate Name:	Point-Rated Criteria	Demonstrated Experience				Max # Points	
R1	The Bidder should demonstrate its billable days of experience in excess of the minimum billable days under M1. Complete the table below.						100	
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.							
	Evaluation Scenario							
	Billable Days							
		(A)	(B)	(C)	(D)			
	Resource Category	Billable Days Provided by Bidder	Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100			
				(C)=(A)-(B)	(D)=(C)/(B)*100			
	System Administrator – Windows		2,420					
	System Administrator - Linux/Storage Administrator		1,210					
	System Administrator - Firewall		605					
	Network Analyst		1,210					
	Bidder's Score = Sum of (D) for All /400 * 100 = score out of 100					<<insert score>> out of 400		
						<<insert score>> out of 100		

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R2	<p>The Bidder has experience over and above the minimum three contract references in M2:</p> <p><i>“Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder must provide three contract references where the Bidder was contracted to deliver IT Professional Services.</i></p> <p><i>For each contract reference provided:</i></p> <ol style="list-style-type: none"><i>The contract for IT Professional Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);</i><i>The contract must have been completed in the last five* years or have been ongoing for a minimum of 12 months prior to the bid closing date; and</i><i>The contract must have included the provision of a team of three or more of the resource categories identified in M3 at the same time and for at least six months.”</i> <p><i>*The window of acceptable experience has been expanded from 5 to 15 years for this point-rated criterion.</i></p> <p>The Bidder will be awarded 10 points for each contract reference provided in excess of the three required in M2, up to a maximum of 50 points.</p> <p>Note: <i>An additional 10 points will be awarded if all four resource categories in this workstream are demonstrated, within any combination of contract references provided.</i></p>	<p>4 contract references = 10 points 5 contract references = 20 points 6 contract references = 30 points 7 contract references = 40 points 8 or more contract references = 50 points</p>	60
			160 (112)

Mandatory Evaluation Criteria: Workstream 8 - Database Services**Table 16: Corporate Mandatory Criteria - Workstream 8 - Database Services**

ID	Mandatory Criteria	Demonstrated Requirement and Cross Reference to page in Bidder's Technical Proposal (if not inserted in the space provided)										
M1	<p>The Bidder must have demonstrated billable days of experience supplying ALL of the resource categories in the identified minimum billable days below.</p> <p>To be accepted,</p> <ol style="list-style-type: none">1) The billable days must have been for the delivery of Database Services.2) The billable days must have occurred within the past five years prior to the bid closing date.3) The billable days must have been provided under a maximum of eight contract references.4) The work billed for the resource category must include 60% of associated tasks listed in the Statement of Work under section 3.2.8 Workstream 8 – Database Services. The Bidder must provide a completed Billable Days Response Template as well as a Bidder Response Template for Corporate References provided in Attachment 2.1 for each contract reference submitted in the Billable Days Response Template. <table><tr><th>Resource Category</th><th>Minimum Billable Days</th></tr><tr><td>Database Administrator</td><td>1,800</td></tr><tr><td>Database Analyst / IM Administrator</td><td>600</td></tr><tr><td>Database Modeller / IM Modeller</td><td>1,150</td></tr><tr><td>Application/Software Architect</td><td>600</td></tr></table>	Resource Category	Minimum Billable Days	Database Administrator	1,800	Database Analyst / IM Administrator	600	Database Modeller / IM Modeller	1,150	Application/Software Architect	600	
Resource Category	Minimum Billable Days											
Database Administrator	1,800											
Database Analyst / IM Administrator	600											
Database Modeller / IM Modeller	1,150											
Application/Software Architect	600											
M2	<p>Corporate Experience (Contract References)</p> <p>Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder must provide three contract references where the Bidder was contracted to deliver Database Services.</p>											

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	<p>For each contract reference provided:</p> <ul style="list-style-type: none">i. The contract for Database Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);ii. The contract must have been completed in the last five years or have been ongoing for a minimum of 12 months prior to the bid closing date; andiii. The contract must have included the provision of a team of three or more of the resource categories identified in M1 at the same time and for at least six months.	
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Point-Rated Evaluation Criteria: Workstream 8 - Database Services

Table 17: Point-Rated Criteria – Corporate - Workstream 8 - Database Services

ID	Corporate Name:	Point-Rated Criteria	Demonstrated Experience	Max # Points		
R1	The Bidder should demonstrate its billable days of experience in excess of the minimum billable days under M1. Complete the table below.		100			
	Evaluation Guidelines: The Bidder's demonstrated Total Billable Days provided in response to M1 will be used to evaluate this criterion. The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the sample evaluation in Table 2 above.					
	Evaluation Scenario					
	Billable Days					
	(A)	(B)		(C)	(D)	
	Resource Category	Billable Days Provided by Bidder		Minimum Identified under M1	Bidder Excess	Bidder's % Increase Maximum of 100
					(C)=(A)-(B)	(D)=(C)/(B)*100
	Database Administrator			1,800		
	Database Analyst / IM Administrator			600		
	Database Modeller / IM Modeller			1,150		
Application/Software Architect		600				
Bidder's Score = Sum of (D) for All /400 * 100 = score out of 100						
<<insert score>> out of 400						
<<insert score>> out of 100						
R2	The Bidder has experience over and above the minimum three contract references in M2:		4 contract references = 10 points 5 contract references = 20 points	60		

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	<p><i>“Using the Corporate Reference template for M2 in Attachment 2.1 the Bidder <u>must</u> provide three contract references where the Bidder was contracted to deliver Database Services.</i></p> <p><i>For each contract reference provided:</i></p> <ul style="list-style-type: none">i. <i>The contract for Database Services must have had a minimum total value (including applicable taxes) to the Bidder of \$2,000,000 (in Canadian dollars);</i>ii. <i>The contract must have been completed in the last five* years or have been ongoing for a minimum of 12 months prior to the bid closing date; and</i>iii. <i>The contract must have included the provision of a team of three or more of the resource categories identified in M3 at the same time and for at least six months.”</i> <p><i>*The window of acceptable experience has been expanded from 5 to 15 years for this point-rated criterion.</i></p> <p>The Bidder will be awarded 10 points for each contract reference provided in excess of the three required in M2, up to a maximum of 50 points.</p> <p>Note: <i>An additional 10 points will be awarded if all four resource categories in this workstream are demonstrated, within any combination of contract references provided.</i></p>	6 contract references = 30 points 7 contract references = 40 points 8 or more contract references = 50 points	
	TOTAL (Minimum Pass Mark)		160 (112)

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Attachment 2.1

**Corporate Technical Requirements and Bidder Response Templates
Response Template - Billable Days (For Criteria M1 and R1)**

WORKSTREAM # 1 – BUSINESS SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM #1 – BUSINESS SERVICES								
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS							
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
Tester								
Business Analyst								
Technical Writer								
Business System Analyst								
Project Scheduler								
Quality Assurance Specialist / Analyst								
Project Coordinator								
Project Manager								

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Attachment 2.1

Corporate Technical Requirements and Bidder Response Templates Response Template - Billable Days (For Criteria M1 and R1)

WORKSTREAM # 2 – WEB APPLICATION SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

RESOURCE CATEGORY	WORKSTREAM # 2 – WEB APPLICATION SERVICES						
	NUMBER OF BILLABLE DAYS						
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
Tester							
Web Developer							
Programmer / Analyst - .NET							
System Analyst							
Technical Architect							
Technology Architect							
System Administrator							
Application/Software Architect							

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Attachment 2.1

Corporate Technical Requirements and Bidder Response Templates Response Template - Billable Days (For Criteria M1 and R1)

WORKSTREAM # 3 – LEGACY APPLICATION SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

RESOURCE CATEGORY	WORKSTREAM # 3 – LEGACY APPLICATION SERVICES							
	NUMBER OF BILLABLE DAYS							
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
Tester								
Programmer / Analyst - .NET								
Programmer / Analyst – Java								
Programmer / Analyst – PL/SQL								
Programmer / Analyst – PowerBuilder								
Project Leader								

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Attachment 2.1

Corporate Technical Requirements and Bidder Response Templates Response Template - Billable Days (For Criteria M1 and R1)

WORKSTREAM # 4 – IT SERVICE DELIVERY SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

RESOURCE CATEGORY	WORKSTREAM # 4 – IT SERVICE DELIVERY SERVICES NUMBER OF BILLABLE DAYS							
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
Programmer / Analyst - SCCM								
Business Analyst								
Technology Architect – SCCM								
System Administrator – SCCM								
Operations Support Specialist								
Business System Analyst								
Help Desk Specialist								

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Attachment 2.1

Corporate Technical Requirements and Bidder Response Templates Response Template - Billable Days (For Criteria M1 and R1)

WORKSTREAM # 5 – IT SECURITY SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM # 5 – IT SECURITY SERVICES									
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS								
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
IT Security VA Specialist									
Incident Management Specialist									
Computer Forensics Specialist									
IT Security Engineer									
IT Security Design Specialist									
PIA Specialist									
IT Security TRA and C&A Analyst									

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Attachment 2.1

Corporate Technical Requirements and Bidder Response Templates Response Template - Billable Days (For Criteria M1 and R1)

WORKSTREAM # 6 – ARCHITECTURE SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

RESOURCE CATEGORY	WORKSTREAM # 6 – ARCHITECTURE SERVICES							
	NUMBER OF BILLABLE DAYS							
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
Technical Architect								
Technology Architect								
IM Architect								
Risk Management Specialist								
Enterprise Architect								
Application/Software Architect								

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Corporate Technical Requirements and Bidder Response Templates Response Template - Billable Days (For Criteria M1 and R1)

WORKSTREAM # 7 – ITOPS DELIVERY SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM # 7 – ITOPS DELIVERY SERVICES							
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS						
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
Network Analyst							
System Administrator - Windows							
System Administrator - Linux/Storage Administrator							
System Administrator - Firewall							

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Attachment 2.1

Corporate Technical Requirements and Bidder Response Templates Response Template - Billable Days (For Criteria M1 and R1)

WORKSTREAM # 8 – DATABASE SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the five-year period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a five-year period starting on date: / / and ending on date: / / (dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM # 8 – DATABASE SERVICES								
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS							
	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Cross- Reference to Contract Reference #	Total Billable Days
Database Administrator								
Database Analyst / IM								
Database Modeller / IM								
Application/Software Architect								

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CORPORATE TECHNICAL REQUIREMENTS AND BIDDER RESPONSE TEMPLATES

BIDDER RESPONSE TEMPLATE FOR CORPORATE REFERENCES

REPLICATE THE FOLLOWING FORM AS REQUIRED

CLIENT REFERENCE FORM FOR M1	
WORKSTREAM <<insert workstream number and workstream name>>	
Customer Contact Information	Bidder Name
	Bidder Assigned Contract Reference Number
	Name of Organization
	Project Title
	Client Contact Name and Title
Project Details	Contact Information (telephone and email)
	Project Value to Bidder
	Project start and end date (mm/yyyy to mm/yyyy) of the Bidder's time on the project
	Project Description
Resource Category Substantiation	
A. Resource Category Name (as it appears in the Referenced Contract)	
B. List of tasks for the Resource Category named in A above (M1 - Article 4) (Minimum of 60%)	
The Bidder is requested to cross-reference its response to columns (A) and (B) to the number of tasks identified in the SOW in Annex A for the workstream and resource category being evaluated.	

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REPLICATE THE FOLLOWING FORM AS REQUIRED

WORKSTREAM <insert workstream number and workstream name>>	
	Bidder Name
	Bidder Assigned Contract Reference Number
Customer Contact Information	Name of Organization
	Project Title
	Client Contact Name and Title
	Contact Information (telephone and email)
Project Detail	Project Value to Bidder
	Project start and end date (mm/yyyy to mm/yyyy) of the Bidder's time on the project
	Client project overview and Bidder's role on the project
	List of resource categories (minimum of three) identified in M1 which were on the project at the same time and for at least six months
	The reference project was completed in the last five years or was ongoing for 12 months prior to the bid closing date
	Value of project was \$2,000,000 or greater

ATTACHMENT 3 PRICING SCHEDULE

Note to Bidders: Only complete the set of tables applicable to the workstream for which the proposal is being submitted.

WORKSTREAM 1

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Business Analyst	Level 2	
Technical Writer	Level 2	
Business System Analyst	Level 2	
Project Scheduler	Level 2	
QA Specialist / Analyst	Level 2	
Project Coordinator	Level 2	
Project Manager	Level 2	
Tester	Level 3	
Business Analyst	Level 3	
Technical Writer	Level 3	
Business System Analyst	Level 3	
Project Scheduler	Level 3	
QA Specialist / Analyst	Level 3	
Project Coordinator	Level 3	
Project Manager	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Business Analyst	Level 2	
Technical Writer	Level 2	
Business System Analyst	Level 2	
Project Scheduler	Level 2	
QA Specialist / Analyst	Level 2	
Project Coordinator	Level 2	
Project Manager	Level 2	
Tester	Level 3	
Business Analyst	Level 3	
Technical Writer	Level 3	
Business System Analyst	Level 3	
Project Scheduler	Level 3	
QA Specialist / Analyst	Level 3	

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Project Coordinator	Level 3	
Project Manager	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Business Analyst	Level 2	
Technical Writer	Level 2	
Business System Analyst	Level 2	
Project Scheduler	Level 2	
QA Specialist / Analyst	Level 2	
Project Coordinator	Level 2	
Project Manager	Level 2	
Tester	Level 3	
Business Analyst	Level 3	
Technical Writer	Level 3	
Business System Analyst	Level 3	
Project Scheduler	Level 3	
QA Specialist / Analyst	Level 3	
Project Coordinator	Level 3	
Project Manager	Level 3	

WORKSTREAM 2

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Web Developer	Level 2	
Programmer / Analyst	Level 2	
System Analyst	Level 2	
Technical Architect	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Application/Software Architect	Level 2	
Tester	Level 3	
Web Developer	Level 3	
Programmer / Analyst	Level 3	
System Analyst	Level 3	
Technical Architect	Level 3	
Technology Architect	Level 3	
System Administrator	Level 3	
Application/Software Architect	Level 3	

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OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Web Developer	Level 2	
Programmer / Analyst	Level 2	
System Analyst	Level 2	
Technical Architect	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Application/Software Architect	Level 2	
Tester	Level 3	
Web Developer	Level 3	
Programmer / Analyst	Level 3	
System Analyst	Level 3	
Technical Architect	Level 3	
Technology Architect	Level 3	
System Administrator	Level 3	
Application/Software Architect	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Web Developer	Level 2	
Programmer / Analyst	Level 2	
System Analyst	Level 2	
Technical Architect	Level 2	
Technology Architect	Level 2	
System Administrator	Level 2	
Application/Software Architect	Level 2	
Tester	Level 3	
Web Developer	Level 3	
Programmer / Analyst	Level 3	
System Analyst	Level 3	
Technical Architect	Level 3	
Technology Architect	Level 3	
System Administrator	Level 3	
Application/Software Architect	Level 3	

WORKSTREAM 3

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Programmer / Analyst – .NET	Level 2	
Programmer / Analyst – Java	Level 2	
Programmer / Analyst – PL/SQL	Level 2	
Project Leader	Level 2	
Tester	Level 3	
Programmer / Analyst – .NET	Level 3	
Programmer / Analyst – Java	Level 3	
Programmer / Analyst – PL/SQL	Level 3	
Programmer / Analyst – PowerBuilder	Level 3	
Project Leader	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Programmer / Analyst – .NET	Level 2	
Programmer / Analyst – Java	Level 2	
Programmer / Analyst – PL/SQL	Level 2	
Project Leader	Level 2	
Tester	Level 3	
Programmer / Analyst – .NET	Level 3	
Programmer / Analyst – Java	Level 3	
Programmer / Analyst – PL/SQL	Level 3	
Programmer / Analyst – PowerBuilder	Level 3	
Project Leader	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Tester	Level 2	
Programmer / Analyst – .NET	Level 2	
Programmer / Analyst – Java	Level 2	
Programmer / Analyst – PL/SQL	Level 2	
Project Leader	Level 2	
Tester	Level 3	
Programmer / Analyst – .NET	Level 3	
Programmer / Analyst – Java	Level 3	
Programmer / Analyst – PL/SQL	Level 3	

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Programmer / Analyst – PowerBuilder	Level 3	
Project Leader	Level 3	

WORKSTREAM 4

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Programmer / Analyst – SCCM	Level 2	
Business Analyst	Level 2	
Technology Architect – SCCM	Level 2	
System Administrator – SCCM	Level 2	
Operations Support Specialist	Level 2	
Business System Analyst	Level 3	
Help Desk Specialist	Level 3	
Operations Support Specialist	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Programmer / Analyst – SCCM	Level 2	
Business Analyst	Level 2	
Technology Architect – SCCM	Level 2	
System Administrator – SCCM	Level 2	
Operations Support Specialist	Level 2	
Business System Analyst	Level 3	
Help Desk Specialist	Level 3	
Operations Support Specialist	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Programmer / Analyst – SCCM	Level 2	
Business Analyst	Level 2	
Technology Architect – SCCM	Level 2	
System Administrator – SCCM	Level 2	
Operations Support Specialist	Level 2	
Business System Analyst	Level 3	
Help Desk Specialist	Level 3	
Operations Support Specialist	Level 3	

WORKSTREAM 5

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
IT Security VA Specialist	Level 2	
Incident Management Specialist	Level 2	
Computer Forensics Specialist	Level 2	
IT Security Engineer	Level 2	
IT Security Design Specialist	Level 2	
PIA Specialist	Level 2	
IT Security TRA and C&A Analyst	Level 2	
IT Security VA Specialist	Level 3	
IT Security Engineer	Level 3	
PIA Specialist	Level 3	
IT Security TRA and C&A Analyst	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
IT Security VA Specialist	Level 2	
Incident Management Specialist	Level 2	
Computer Forensics Specialist	Level 2	
IT Security Engineer	Level 2	
IT Security Design Specialist	Level 2	
PIA Specialist	Level 2	
IT Security TRA and C&A Analyst	Level 2	
IT Security VA Specialist	Level 3	
IT Security Engineer	Level 3	
PIA Specialist	Level 3	
IT Security TRA and C&A Analyst	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
IT Security VA Specialist	Level 2	
Incident Management Specialist	Level 2	
Computer Forensics Specialist	Level 2	
IT Security Engineer	Level 2	
IT Security Design Specialist	Level 2	
PIA Specialist	Level 2	
IT Security TRA and C&A Analyst	Level 2	
IT Security VA Specialist	Level 3	
IT Security Engineer	Level 3	

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PIA Specialist	Level 3	
IT Security TRA and C&A Analyst	Level 3	

WORKSTREAM 6

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Technical Architect	Level 2	
Technology Architect	Level 2	
IM Architect	Level 2	
Risk Management Specialist	Level 2	
Enterprise Architect	Level 2	
Application/Software Architect	Level 2	
Technical Architect	Level 3	
Technology Architect	Level 3	
IM Architect	Level 3	
Risk Management Specialist	Level 3	
Enterprise Architect	Level 3	
Application/Software Architect	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Technical Architect	Level 2	
Technology Architect	Level 2	
IM Architect	Level 2	
Risk Management Specialist	Level 2	
Enterprise Architect	Level 2	
Application/Software Architect	Level 2	
Technical Architect	Level 3	
Technology Architect	Level 3	
IM Architect	Level 3	
Risk Management Specialist	Level 3	
Enterprise Architect	Level 3	
Application/Software Architect	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Technical Architect	Level 2	
Technology Architect	Level 2	
IM Architect	Level 2	
Risk Management Specialist	Level 2	

Enterprise Architect	Level 2	
Application/Software Architect	Level 2	
Technical Architect	Level 3	
Technology Architect	Level 3	
IM Architect	Level 3	
Risk Management Specialist	Level 3	
Enterprise Architect	Level 3	
Application/Software Architect	Level 3	

WORKSTREAM 7

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
System Administrators – Windows	Level 2	
System Administrators – Linux/Storage Administrator	Level 2	
System Administrators – Firewall	Level 2	
Network Analyst	Level 3	
System Administrators - Windows	Level 3	
System Administrators – Linux/Storage Administrator	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
System Administrators – Windows	Level 2	
System Administrators – Linux/Storage Administrator	Level 2	
System Administrators – Firewall	Level 2	
Network Analyst	Level 3	
System Administrators - Windows	Level 3	
System Administrators – Linux/Storage Administrator	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
System Administrators – Windows	Level 2	
System Administrators – Linux/Storage Administrator	Level 2	
System Administrators – Firewall	Level 2	
Network Analyst	Level 3	
System Administrators - Windows	Level 3	

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System Administrators – Linux/Storage Administrator	Level 3	
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WORKSTREAM 8

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Database Administrator	Level 2	
Database Analyst / IM Administrator	Level 2	
Database Modeller / IM Modeller	Level 2	
Database Administrator	Level 3	
Database Modeller / IM Modeller	Level 3	
Application/Software Architect	Level 3	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Database Administrator	Level 2	
Database Analyst / IM Administrator	Level 2	
Database Modeller / IM Modeller	Level 2	
Database Administrator	Level 3	
Database Modeller / IM Modeller	Level 3	
Application/Software Architect	Level 3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher
Database Administrator	Level 2	
Database Analyst / IM Administrator	Level 2	
Database Modeller / IM Modeller	Level 2	
Database Administrator	Level 3	
Database Modeller / IM Modeller	Level 3	
Application/Software Architect	Level 3	

APPENDIX A TO ANNEX A TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. A mandatory criteria will not be considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will a mandatory criteria be considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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APPENDIX B TO ANNEX A TASK AUTHORIZATION FORM

Task Authorization				
Contractor:		Contract Number:		
		Workstream Number:		
Tracking Number		Financial Coding		
Task Number:		Date:		
TA Request				
1. Description of Work to be Performed				
Statement of Work				
Description of any Deliverable(s) Required (including the required format and media)				
2. Period of Services	From:		To:	
3. Work Location				
4. Travel Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:			
5. Other Conditions /Restrains	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:			
6. Task Proposal (insert rows as required Check <input type="checkbox"/> :	Estimated Cost	<input type="checkbox"/>		\$
7. Level of Security Clearance Required for the Contractor's Personnel				
<input type="checkbox"/> Reliability Status				
8. Bilingualism (if applicable)				
<input type="checkbox"/> Yes		<input type="checkbox"/> No		
TA Proposal				
9. Estimated Cost (to be completed by Project Authority)				
Category, Level and Name of Proposed Resource	PWGSC Security File Number	Per Diem Rate	Estimated No. of Days	Total Cost
Professional Services Estimated Contract Cost	Total			
	HST			

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	Grand Total		
TA Approval			
10. Signing Authorities			
Individual Authorized to sign on behalf of:	Name	Title	Signature
Contractor			
EC Technical Authority			
EC Administrative Authority			
PWGSC Contract Authority¹			
¹ Signature required for TAs valued at \$250,000.00 or more, applicable taxes included.			

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
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APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

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

Contractor's Response Template - Resource Minimum Qualification Requirements		
Name of Contractor:	Contract Number:	TA #:
TBIPS Category and Level: Proposed Resource Name:	Demonstrated Experience (To be inserted in the column below)	
Mandatory Criteria		
<p>M1. The Contractor must demonstrate, using project references, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the task authorization (TA).</p> <ul style="list-style-type: none">• For Level 2 resource categories: 5 years within the past 7 years• For Level 3 resource categories: 10 years within the past 12 years <p>In order for a Resource Project Reference to be accepted, it must demonstrate at least 60% of the tasks listed in Annex A – Statement of Work for the specific resource category identified in the TA.</p>		
<p>M2. The Contractor must demonstrate, using project descriptions, that the proposed resource has demonstrated experience in each of the technologies, software and tools identified in the TA as essential.</p>		

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Contractor's Response Template - Resource Minimum Qualification Requirements		
Name of Contractor:	Contract Number:	TA #:
TBIPS Category and Level: Proposed Resource Name:	Demonstrated Experience (To be inserted in the column below)	
Mandatory Criteria		
Demonstrated experience must be within the last 5 years. <ul style="list-style-type: none">▪ For Level 2 categories: 3 projects each with a minimum duration of 6 months▪ For Level 3 categories: 5 projects each with a minimum duration of 6 months		
M3. The Contractor must demonstrate that the proposed resource has the required certification(s) identified in the TA. A copy of the certification must be included with the proposal. Note 1: <i>This criterion is to be completed only when certifications are requested. Refer to List of IT Certifications for Workstreams 1 to 4 and for Workstreams 6 to 8 below.</i> Note 2: <i>For Workstream 5, IT Security Services, each resource <u>must</u> provide a minimum of two certifications applicable to the category. Refer to IT Security Certifications identified below.</i>		

IT Security Certifications

IT Security Vulnerability Assessment Specialist

- CISSP from (ISC)²
- CISSP / ISSEP from (ISC)²
- CISSP / ISSAP from (ISC)²
- CISSP / ISSMP from (ISC)²
- CISM from ISACA
- Technical certifications such as MCSE, Sun certified system
- Administrator for Solaris
- GIAC / Any Silver audit certification
- GIAC / Any Gold audit certification
- GIAC / Any Silver Sec. adm. Certification
- GIAC / Any Gold Sec. adm. Certification
- CEH
- GWAPT

IT Security Engineer

- Registration/licence to practise professional engineering in Canada
- CISSP from (ISC)²
- CISSP / ISSEP from (ISC)²
- CISSP / ISSAP from (ISC)²
- CISSP / IS
- SMP from (ISC)²
- CISM from ISACA
- CISA
- GIAC / Any Silver audit certification
- GIAC / Any Gold audit certification
- GIAC / Any Silver management certification
- GIAC / GSFP, GEIT Gold management certification

PIA Specialist

- CISSP from (ISC)²
- CISM from ISACA
- CBCP from DRI
- CPP from ASIS
- CISA from ISACA
- SSCP from (ISC)²
- Technical certifications such as MCSE (Microsoft), CNE, CAN (Novell)
- GIAC / Any Silver legal certification
- GIAC / Any Gold legal certification
- CIPP, CIPP/C, CIPP/G

IT Security TRA and C&A Analyst

- Registration/licence to practis professional engineering in Canada
- CISSP from (ISC)²

- CISSP / ISSEP from (ISC)²
- CISSP / ISSAP from (ISC)²
- CISSP / ISSMP from (ISC)²
- CISM from ISACA
- CBCP from DRI
- CPP from ASIS
- GIAC / Any Silver audit certification
- GIAC / Any Gold audit certification
- C/CISO
- CRISC

Incident Management Specialist

- Registration/licence to practise professional engineering in Canada
- CISSP from (ISC)²
- CISSP / ISSEP from (ISC)²
- CISSP / ISSAP from (ISC)²
- CISSP / ISSMP from (ISC)²
- CISM from ISACA
- CPP from ASIS
- GIAC / Any Silver Sec. adm. certification

Computer Forensic Specialist

- CISM from ISACA
- GCFA – GIAC Certified Forensics Analyst from SANS
- CEECS from IACIS
- CFCE from IACIS
- CIFI from IISFA
- CEH
- GWAPT
- GCIH
- GCIA
- EnCase Certified Examiner (EnCE)
- ACE – Certified Examiner AccessData

IT Security Design Specialist

- Registration/licence to practice professional engineering in Canada
- CISSP from (ISC)²
- CISSP / ISSEP from (ISC)²
- CISSP / ISSAP from (ISC)²
- CISSP / ISSMP from (ISC)²
- SANS GSNA

List of IT Certifications that may be required at Task Authorization for Workstreams 1 to 4 and for Workstreams 6 to 8:

(ISC) 2's Certified Information Systems Security Professional (CISSP) and
(ISC) 2 Certified Secure Software Lifecycle Professional (CSSLP)
Red Hat Certified Systems Administrator (RHCSA)
Red Hat Certified Engineer (RHCE)
Red Hat Certified Architect (RHCA)
Linux Network Professional Certification
Linux Enterprise Professional Certification
Linux Server Professional
Oracle Certified Associate (OCA)
Oracle Certified Professional (OCP)
Juniper Enterprise Routing and Switching, Expert (JNCIE-ENT)
Certified IT Architect (CITA) - 4 Levels (Foundation, Associate, Specialist, professional)
HDI-Support Center Analyst (HDI-SCA)-Help Desk Certification
CompTIA A+ (Help Desk Certification)
Certified in the Governance of Enterprise IT (CGEIT)
Information Security Management Principles Foundation Certificate
Microsoft Certified Solutions Developer (MCSD)
Microsoft Certified Solutions Expert (MCSE)
Microsoft Certified Solutions Associate (MCSA)
Microsoft System Center Configuration Manager certification
Active Directory Certification
Microsoft specialist
Adobe Certified Expert for Developers:
• ACE LiveCycle ES2 Developer
• ACE LiveCycle ES2 RIA Developer
• ACE LiveCycle ES2 Form Developer
• ACE LiveCycle ES2 Solution Architect
• ACE Flex Developer
CLA: C Programming Language Certified Associate
CPA: C++ Certified Associate Programmer
CPP: C++ Certified Professional Programmer
Certified Wireless Technology Specialist (CWTS)
Juniper Networks Certified Specialist Wireless LAN (JNCIS-WLAN)
Certification in technical writing (TWC900 or TWC 950)
Certified Associate in Project Management (CAPM)
Certified Business Analyst (CBAP)
Certified Facilitator Specialist (CFS) designation
ITIL foundations (minimum)
Master Facilitator Certification (PSP)
PRINCE2 Practitioner
Program Management Professional (PgMP)
Project Management Institute Scheduling Professional (PMI-SP)
Project Management Professional (PMP)
CompTIA A+ Technician
Microsoft Specialist
TOGAF – 9 - Certification
Cisco Certified Network Associate Data Center (CCNA Data Center)
Cisco Certified Network Professional (CCNP)
EMC Storage Administrator

APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

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

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

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

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

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

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE - English or Bilingual

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

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Print name of authorized individual & sign above

Date

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

Print name of authorized individual & sign above

Date

ATTACHMENT 5.1 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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



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Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

TBS/SCT 360-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Centralized Professional Services System, CPSS		Professional Services - Methods of Supply	<i>Robert Lorneau</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
000-000-0000	000-000-0000	SSPC.CPSS@tpsgc-pwgsc.gc.ca	2012/03/13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Charron, Annick		SO	<i>Annick Charron</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-956-0615	819-934-1449	annick.charron@tpsgc-pwgsc.gc.ca	<i>March 20, 2012</i>

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
			<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			<i>27-MARCH-2012</i>

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