



**Privy Council Office
Bureau du Conseil privé**

**Return Bids to / Retourner les
soumissions à:**

Privy Council Office/Bureau du Conseil privé
Mail Reception Area/Salle de réception de courrier
11 rue Metcalfe Street
Ottawa, Ontario
K1P 5K9

**Request For Proposals / Demande
de Proposition**

Proposal To: Privy Council Office

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: Bureau du Conseil privé

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

Procurement and Contracting Services/
Service des acquisitions et des contrats
90 Sparks, Room/pièce 800
Ottawa, Ontario (Canada) K1A 0A3

Title / Sujet Candidate Inventory for the Deputy Minister Cadre	
Solicitation No. - No de l'invitation 50011-16	Date 2016-06-06
Client Reference No. - No de référence du client N/A	
Solicitation Closes – L'invitation prend fin at – 2:00 PM on – 2016-07-18	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
FOB - FAB Destination	
Address Enquiries to: - Adresser toutes questions à: Rachel Ellison	
Email Address - Courriel PCS-SAC@pco-bcp-gc.ca	
Destination of Goods, Services and Construction: Destinations des biens, services et construction : See Herein/ Voir aux présentes	

Instructions : See Herein

Instructions : Voir aux présentes

Delivery Required - Livraison exigée See Herein/ Voir aux présentes	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de telephone 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



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. 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.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The requirement is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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 in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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.

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

The [2003](#) (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following modifications.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

Section 06 – Late Bids is amended as follows:

Delete: PWGSC

Insert: PCO

Section 07 – Delayed Bids is amended as follows:

Delete: PWGSC

Insert: PCO

2.2 Submission of Bids

Bids must be submitted only to Privy Council Office (PCO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.2.1 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 reason 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 at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Former Public Servant

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

1.1 DEFINITIONS

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

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

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

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

1.2 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:

- a. name of former public servant;
- b. 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](#).

1.3 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:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;



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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (3 hard copies and 1 soft copy on USB)
- Section II: Financial Bid (1 hard copy and 1 soft copy on USB)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

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

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

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

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

Section I: Technical Bid

a) The Bidders should provide a detailed description of their organization, including, the number of employees, its primary office and other proposed service locations (if any);

b) In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule, detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.



3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “A” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “A” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.3 Bidder’s Proposed Sites or Premises Requiring Safeguarding Measures

3.1.3.1 As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder’s and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.3.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

Initial Contract Period:

Level of Effort (A)	Fixed Monthly Rate in CAD (B)	Total (A x B=C)
12 Months	\$ _____	\$ _____
Applicable Taxes		\$ _____
TOTAL		\$ _____

Option Period 1:

Level of Effort (A)	Fixed Monthly Rate in CAD (B)	Total (A x B=C)
12 Months	\$ _____	\$ _____
Applicable Taxes		\$ _____
TOTAL		\$ _____



Option Period 2:

Level of Effort (A)	Fixed Monthly Rate in CAD (B)	Total (A x B=C)
12 Months	\$ _____	\$ _____
Applicable Taxes		\$ _____
TOTAL		\$ _____



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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

*Canada reserves the right to contact the named reference contact for the purpose of verifying the information provided in the Bidder's technical proposal.

4.1.1.1 Definitions

"At least" or "minimum": the minimal expectation for a requirement. No points will be given if the minimal expectation is not demonstrated.

Senior Leadership Positions: include chief executive officers and senior or executive vice presidents in the private and not-for-profit sectors (including universities, hospitals and comparable organizations) or heads or chief executive officers of federal, provincial/territorial or municipal government organizations or bodies in the Canadian public sector.

Successfully Completed: A request that was made to the Bidder to perform an executive search for a senior leadership position was filled by the Bidder, i.e., the proposed candidate was hired or appointed to the position.

4.1.1.2 Mandatory Technical Criteria

Experience of the Bidder		Met	Not met	Cross-Reference From Relevant Experience From Proposal and/or CV
M1	<p>The Bidder must demonstrate that it has provided executive search services for senior leadership positions in Canadian private sector companies, public sector and/or not-for-profit organizations for a minimum of five (5) consecutive years preceding the closing date of the Request for Proposal.</p> <p>Note:</p> <p>The five (5) consecutive years may include the Bidder's previous existence as a corporate entity before the current firm was created by merger, amalgamation or acquisition.</p>			



4.1.1.3 Point Rated Technical Criteria

Point Rated Technical Criteria Breakdown				
#	Point Rated Technical Criterion	Maximum Number of Points	Required Minimum Number of Points	Percentage
RT1	Bidder's Experience	30	21	70
RT2	Account Manager Experience 1	30	21	70
RT3	Account Manager Experience 2	20	14	70
RT4	Bidder's Approach to Meet the Requirement	70	49	70
Overall Maximum Points Available				150
Overall Minimum Points Required				112.5
Overall Minimum Percentage Required				75%



Rating Table	
Percentage of Available Points	Basis for Percentage Distribution
0% - 49%	The response is deficient. Bidder receives 0% - 49% of the available points for this element.
50% - 69%	The response includes some information, but is also missing a substantial amount of information. Bidder receives 50% - 69% of the available points for this element.
70% - 84%	The response includes most of the information required to be complete. Bidder receives 70% - 84% of the available points for this element.
85% - 99%	The response includes a substantive amount of the information required to be complete. Bidder receives 85% - 99% of the available points for this element.
100%	The response is complete. Bidder receives 100% of the available points for this element.
This Rating Table applies to all Point Rated Technical Criteria (RT1, RT2, RT3, and RT4)	



RT1 - Bidder's Experience		
Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting(Points)
<p>The Bidder should demonstrate that it has the experience in successfully completing executive searches for senior leadership positions.</p>	<p>The Bidder should demonstrate that it has successfully completed five (5) executive searches for senior leadership positions, from the period of January 1, 2011 to March 31, 2016 of which, at a minimum, three (3) were for senior leadership positions in the public and/or not-for-profit sectors in Canada.</p> <p>For each of the above, the Bidder's technical proposal should include:</p> <ul style="list-style-type: none"> a) the search period, i.e., start and end dates; b) the name and address of client and name of Account Manager; c) whether the client is in the public, not-for-profit or private sector; d) description of position; e) the services provided by the Bidder; f) any strategies to ensure candidate diversity; g) period the candidate held the position; and h) contact name, e-mail address and telephone number of the client reference.* <p>If the Bidder does not provide a minimum of three (3) executive searches for leadership positions for Canadian public or not-for-profit sector organizations, the score will be zero.</p>	<p>Up to a maximum of 5 points each for up to five (5) executive searches for senior leadership positions.</p> <p>An additional 1 point each for up to five (5) executive searches for leadership positions where the resource held the position for one year or more.</p> <p>A minimum of three (3) of these must be executive searches for senior leadership positions for Canadian public or not-for-profit sector organizations.</p> <p>Total equals up to a maximum of 30 points.</p>
	Maximum Points =	30
	Minimum Points Required =	21



RT2 - Account Manager Experience 1		
Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)
<p>The Bidder should demonstrate that the individual proposed to provide Account Manager services has experience related to the coordination of successful executive searches for senior leadership positions.</p>	<p>In order to successfully deliver the requirements and perform the services detailed in Annex A – Statement of Work, the Bidder’s technical proposal should demonstrate that the individual proposed to provide Account Manager services has experience related to the coordination of successful executive searches for senior leadership positions. The Bidder should submit a minimum of five (5) successfully completed searches from the period January 1, 2011 to March 31, 2016, for which the proposed Account Manager coordinated the services and of which at least three (3) were for positions in the public or not-for-profit sectors.</p> <p>For each of the five (5) searches, the Bidder’s technical proposal should include:</p> <ul style="list-style-type: none"> a) the name of the Account Manager; b) the search period (i.e., start and end dates); c) the name and address of the client; d) whether the client is in the public, not-for-profit or private sector; e) the title, role and responsibilities of the position; f) period the candidate held the position; and g) the reference contact name, e-mail address and telephone number of the client.* 	<p>Up to a maximum of 5 points for each search.</p> <p>An additional 1 point each for up to five (5) executive searches for leadership positions where the resource held the position for one year or more.</p> <p>Total equals up to a maximum of 30 points.</p>
Maximum Points =		30
Minimum Points Required =		21



RT3 - Account Manager Experience 2		
Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)
The resource proposed to provide Account Manager services has experience relevant to the Annex A – Statement of Work, acquired over the last 15 years from the RFP closing date.	The Bidder’s technical proposal should demonstrate the proposed Account Manager’s experience to provide Account Manager services, detailing the types of services performed and the duration involved.	<p>0 points for less than 5 years’ experience.</p> <p>14 points for greater than or equal to 5 years’ experience and less than 8 years’ experience.</p> <p>16 points for greater than or equal to 8 years’ experience and less than 11 years’ experience.</p> <p>18 points for greater than or equal to 11 years’ experience and less than 15 years’ experience.</p> <p>20 points for greater than or equal to 15 years’ experience</p>
Maximum Points =		20
Minimum Points Required =		14



RT4 – Bidder’s Approach to Meet the Requirement		
Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)
The Bidder should demonstrate their approach to successfully deliver the requirements in Annex A - Statement of Work.	In order to demonstrate the Bidder's approach to successfully deliver the requirements of Annex A - Statement of Work, the Bidder's technical proposal should describe in detail:	
	a) the Bidder's strategy that will enable it to identify potential candidates that represent Canada's cultural and social diversity, particularly in other levels of government and not-for-profit organizations;	Up to a maximum of 30 points.
	b) the challenges the Bidder might expect to encounter in conducting a search in order to develop an inventory of Deputy Minister cadre candidates, compared to typical executive searches and how it would address these challenges; and,	Up to a maximum of 20 points.
	c) the approach the Bidder will use to ensure its search and inventory management processes are efficient and the inventory remains current.	Up to a maximum of 20 points.
Maximum Points =		70
Minimum Points Required =		49



4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The pricing will be evaluated using a combined total of the initial contract period price plus both option year period prices, excluding applicable taxes.

4.1.2.2 Evaluation of Price – Canadian / Foreign Bidders

1. The price of the bid will be evaluated as follows:
 - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.



4.2 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 112.5 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 150 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated aggregate price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



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. Unless specified otherwise, 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 the 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 Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.2 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.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.2 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed



and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.2.3 Education and Experience

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract:

6.1.1.1 The contractor must, at all times during the performance of the Contract, Standing Offer or Supply Arrangement, maintain a valid Designated Organization Screening (DOS) issued by Public Works and Government Services Canada – Industrial Security Program.

6.1.1.2 The contractor and/or its employees must EACH maintain a valid Reliability Status, issued by Public Works and Government Services Canada – Industrial Security Program and approved by the Privy Council Office.

6.1.1.3 The contractor must maintain a valid Document Safeguarding Capability (DSC) at the Protected B level issued by Public Works and Government Services Canada – Industrial Security Program.

6.1.1.4 The contractor and/or its employees MUST NOT remove any PROTECTED C, CLASSIFIED information or assets from the identified work site(s).

6.1.1.5 The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data.

6.1.1.6 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Privy Council Office.

6.1.1.7 The contractor and its employees 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).

6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

6.1.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses: (to be completed at contract award)

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

6.1.2.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.



6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____. (to be completed at contract award)

6.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010B](#) (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4008](#) (2008-12-12), Personal Information; and
[4010](#) (2012-07-16), Services – Higher Complexity, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to _____ inclusive. (to be completed at contract award)

6.4.3 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is: (to be completed at contract award)

Name:

Title:

Privy Council Office

Administration Division

Address: 90 Sparks Street, Suite 800
Ottawa, ON, K1A 0A3

Telephone:

E-mail address: PCS-SAC@pco-bcp.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.

6.5.2 Project Authority

The Project Authority for the Contract is: (to be completed at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

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

6.5.3 Contractor's Representative

(to be completed at contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm lot price detailed in Annex B. Customs duties are excluded and Applicable Taxes are extra.



For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Bi-Monthly Payment

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

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

6.7.4 Progress Reports

1. The Contractor must submit bi-monthly reports, in electronic format, on the progress of the Work, to both the Project Authority and the Contracting Authority.
2. The progress report must contain two parts:
 - a. Part 1: The Contractor must answer the following three questions:
 - i. Is the project on schedule?



- ii. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- b. Part 2: A narrative report, brief, yet sufficiently detailed to enable the Project Authority to evaluate the progress of the Work, containing as a minimum:
 - i. A description of the progress of each task and of the Work as a whole during the period of the report, as detailed in the Statement of Work, section 3.3.1, Deliverables.
 - ii. An explanation of any variation from the work plan.
 - iii. A description of trips or conferences connected with the Contract during the period of the report.

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
(completed at contract award)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the bi-monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.



6.10 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4008](#) (2008-12-12), Personal Information and [4010](#) (2012-07-16), Services – Higher Complexity;
- (c) the general conditions 2010B (2016-04-04) Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Non-Disclosure Agreement;
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)



ANNEX "A"

STATEMENT OF WORK

1. Title

Inventory of potential candidates for the Deputy Minister cadre.

1.1. Purpose

To establish and maintain on an ongoing basis an inventory of diverse, qualified and interested individuals from outside the federal public service for the Government of Canada to consider for the Deputy Minister cadre.

1.2. Background

A Deputy Minister is the most senior public servant and functional head of a department in the Government of Canada. He or she takes direction from a Minister of the Crown and is responsible for that department's day-to-day operations, budget, policy and program development as well as collaboration with other Deputy Ministers on issues of importance across departments. Associate Deputy Ministers occupy the most senior public service positions within a department after Deputy Ministers and have a direct reporting relationship to the Deputy Minister.

There are approximately 70 Deputy Ministers and Associate Deputy Ministers. Both are chosen by the Prime Minister, on the advice of the Clerk of the Privy Council. They are formally Governor in Council (GiC) appointments made by the Governor General on the advice of the Queen's Privy Council for Canada represented by the Cabinet.

It has been determined that ongoing talent sourcing will lead to the identification of an inventory of interested, high-potential candidates from outside the federal public service who have senior leadership abilities, competencies and skill sets needed to succeed as deputy ministers and who can add to the diversity of the deputy cadre. It is expected that the Privy Council Office (PCO) of the Government of Canada may draw on that inventory as it supports the Prime Minister by identifying candidates for consideration.

It is anticipated that after initial creation of the inventory, it would need to be updated every two months.

2. Reference Documents

Applicable reference documents pertaining to GiC appointments and deputy ministers can be found at the following websites:

- a) Open and Accountable Government 2015
<http://pm.gc.ca/eng/news/2015/11/27/open-and-accountable-government>
- b) Guidance for Deputy Ministers
<http://www.pco-bcp.gc.ca/index.asp?lang=eng&page=information&sub=publications&doc=gdm-gsm/doc-eng.htm>



3. Scope of Work

Services to develop and help maintain an inventory of potential candidates for consideration by Privy Council Office for possible appointments to senior leadership positions in the deputy minister cadre pursuant to this contract include:

- a) Tasks/Technical Specifications for Inventory Development;
- b) Identification and Screening for the Inventory; and
- c) Reporting.

3.1. Tasks/Technical Specifications for Inventory Development

The Contractor must:

3.1.1. Work with the Project Authority to develop an in-depth understanding of the requirements, qualifications, experience, knowledge and personal suitability factors that would be selection criteria essential or desired related to deputy minister cadre. PCO estimates an average of 3-5 candidates will be assessed monthly.

3.1.2. Present the following for the approval of the Project Authority:

- a) a strategy for sourcing potential candidates and for contacting them to determine interest and suitability;
- b) a detailed work plan that will include a list of activities with specific milestones and timelines for completion and the names of individuals responsible for those activities;
- c) details of assessment and methodologies to be used in the potential candidate search process;
- d) a description of methods or processes that would be used to identify candidates who reflect Canada's diversity, as well as a range of professional backgrounds as determined by the Project Authority;

3.1.3. After receiving approval from the Project Authority for the work plan as described above, present an initial progress report to the Project Authority within two (2) to four (4) weeks (as determined by the Project Authority) in order to assess the initial progress of the search process in relation to established objectives;

3.1.4. Prepare reference material packages to provide to individuals being considered as candidates for inclusion in the inventory (e.g., regarding the role of Deputy Ministers, basic information on compensation, pensions and other conditions of employment and purpose of the inventory);

3.1.5. Consult with the Project Authority or his/her representative thereafter, no less than on a monthly basis on the progress of the process and any changes required in order to achieve expected results.

3.2. Identification and Screening for the Inventory

In a manner agreed to by the Project Authority, the Contractor must:

3.2.1. Proactively seek out, identify and screen candidates for initial inclusion in the inventory in line with the established strategy;



3.2.2. Receive and screen unsolicited expressions of interest made to the Project Authority to determine suitability for inclusion in the inventory;

3.2.3. Determine the level of interest of all candidates for inclusion in being considered for the inventory and answer questions from candidates as appropriate;

3.2.4. Support the Project Authority, if requested, to finalize a short-list of candidates for further assessment and consideration by the Privy Council Office directly.

3.3. Deliverables

The Contractor must:

3.3.1. Provide the Project Authority with a status report every two months on the search process, which will provide an overview of the strategy and observations during the period, key activities and results during the period, any data requested by the Project Authority (such as the number of individuals contacted, the number of applicants and referrals, and other information relevant to the search process).

4. Candidates Hands-Off Policy

The Contractor must maintain a two-year "candidate hands-off" policy. This means that the Contractor cannot approach candidates successfully appointed from the Deputy Minister inventory, for other employment and opportunities for a twenty-four month period after the effective date of the appointment to the Deputy Minister position.

5. Language of the Work

The Contractor will be required to provide services in both official languages (English and French). The Account Manager must be able to communicate effectively verbally and in writing in both official languages.

6. Non-Disclosure Agreement

As the Contractor will have access to confidential and sensitive information the non-disclosure agreement at Annex D must be signed before access to such information is given.

7. Location of Work and Travel Requirements

The Project Authority is located in Ottawa. The Contractor may conduct the work remotely and will be responsible for providing its own work facilities, and any resources relating to the conduct of this work. There is no travel required with this work.



ANNEX "B"

BASIS OF PAYMENT

Initial Contract

Level of Effort (A)	Fixed Monthly Rate in CAD (B)	Total (A x B=C)
12 Months	\$_____	\$_____
Applicable Taxes		\$_____
TOTAL		\$_____

Option Period 1

Level of Effort (A)	Fixed Monthly Rate in CAD (B)	Total (A x B=C)
12 Months	\$_____	\$_____
Applicable Taxes		\$_____
TOTAL		\$_____



Option Period 2

Level of Effort (A)	Fixed Monthly Rate in CAD (B)	Total (A x B=C)
12 Months	\$ _____	\$ _____
Applicable Taxes		\$ _____
TOTAL		\$ _____



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX 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? Yes / Oui No / Non
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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	COSMIC / TOP SECRET COSMIC / TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		X														
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No Yes
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non 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? No Yes
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non 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).



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Kathleen McKillop	Title - Titre Deputy Director, Leadership Development	Signature <i>Kathleen McKillop</i>	Date May 4, 2016
Telephone No. - N° de téléphone 613 952-7919	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kathleen.mckillop@pc.gc.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) ISABELLE RIVARD	Title - Titre ADirector, SECOPS	Signature <i>Isabelle Rivard</i>	Date MAY 9, 2016
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Rachel Ellison	Title - Titre SE Contracting Officer	Signature <i>R. Ellison</i>	Date May 10, 2016
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) RORY FITZGERALD	Title - Titre Team leader Internal Sec.	Signature <i>R. Fitzgerald</i>	Date May 10, 2016
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

Security Classification / Classification de sécurité
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ANNEX "D"

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Signature

Date



ANNEX “A” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)