

Closing - Clôture

Date **Time - Heure**
07/25/2016 2:00pm
EasternTime

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION
IC401574**

**PART I: GENERAL INFORMATION/CONDITIONS
PARTIE I : RENSEIGNEMENTS GÉNÉRAUX/CONDITIONS**

Title of project - Titre du projet

Community Information Database (CID) Hosting Services – Services d’hébergement de la Base de données sur les collectivités (BDC)

REISSUE OF A BID SOLICITATION:

This bid solicitation cancels and supersedes previous bid solicitation number IC401521 dated December 18th a closing of February 5th, 2016 at 2:00pm Eastern Time.

RÉÉMISSION D’UNE DEMANDE DE SOUMISSION :

Cette demande de soumissions annule et remplace la demande de soumissions numéro IC401521 datée du 18 décembre dont la date de clôture était le 5 février 2016, à 14h00 heure de l’Est.

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SECURITE

Contracting Authority’s address - Adresse de l’agent responsable du contrat

Contracts and Materiel Management/Contrats et gestion du matériel
Corporate Comptroller’s Branch/Direction générale du contrôleur général
Comptrollership & Administration Sector/Secteur de la fonction de contrôleur et de l’administration
Industry Canada/Industrie Canada
235 Queen Street/ 235, rue Queen
Bid Receiving Area / Aire de réception des soumissions
Mail Scanning/Inspection du Courrier
Room/Pièce S-143
Level /Niveau S-1
Ottawa, Ontario
K1A 0H5

Contracting Authority - Agent responsable du contrat Caroline Dupuis	Telephone. No. No. de téléphone 343-291-2952	Facsimile No.- No. de facsimile 613-941-0319 E-Mail/courriel: caroline.dupuis@canada.ca
Signature	Date	

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You are invited to submit a proposal for the project named above.

1.0 INSTRUCTIONS FOR PREPARATION & SUBMISSION OF A PROPOSAL

1.1 Bidders must prepare their proposal in three (3) separately bound sections as follows:

SECTION I - TECHNICAL PROPOSAL

(with no reference to price)
(1 original and 3 copies)

SECTION II - FINANCIAL PROPOSAL

(1 original and 1 copy)

SECTION III - CERTIFICATIONS

(1 original and 1 copy)

Note: Prices shall not appear in any other area of the proposal except in the Financial Proposal.

1.2 The proposal must be organized in an identical fashion to, and reference the same section, subsection, paragraph numbers and items, as the Request for Proposal (RFP) document of Part I, General Information/Conditions, Part II, Terms of Reference and Part III, Certifications, where applicable.

1.3 It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a proposal.

1.4 It is essential that the elements contained in a proposal be stated in a clear and concise manner. Failure to provide complete information as requested will be to the Bidder's disadvantage.

1.5 The proposal must be properly completed and signed by the Bidder or by an authorized representative of the Bidder. In the event of a proposal submitted by a contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture.

1.6 Where the supplier indicates "compliance" in the proposal, it should refer to the respective clauses of the RFP, of Part I, General Information/Conditions, Part II, Terms of Reference and Part III, Certifications.

1.7 Ensure that the label identified on the last page of part I appears on all the envelopes containing your proposal. Failure to do so may render the tender liable to disqualification.

Vous êtes invité à présenter une soumission pour le projet mentionné ci-haut.

1.0 DIRECTIVES POUR LA PRÉPARATION ET LA PRÉSENTATION D'UNE PROPOSITION

1.1 Les soumissionnaires doivent préparer trois (3) sections distinctes:

SECTION I — PROPOSITION TECHNIQUE

(sans référence au prix)
(1 original et 3 copies)

SECTION II — PROPOSITION FINANCIÈRE

(1 original et 1 copie)

SECTION III — CERTIFICATS

(1 original et 1 copie)

Remarque : Les prix ne doivent être indiqués que dans la proposition financière.

1.2 La proposition doit être organisée de façon identique à la demande de proposition et se référer aux mêmes sections, sous-section, paragraphes et items de la Partie I, Renseignements généraux/conditions, de la Partie II, Termes de référence et de la Partie III, Certificats de la demande de la proposition où il se doit.

1.3 Avant de présenter une proposition, le soumissionnaire doit obtenir des précisions quant aux exigences énoncées dans le présent document, au besoin.

1.4 Il est essentiel que les éléments contenus dans une proposition soient énoncés d'une façon claire et concise. S'il ne fournit pas des renseignements complets comme demandé, le soumissionnaire se mettra lui-même en position de désavantage.

1.5 La proposition doit être remplie et signée comme il se doit par le soumissionnaire ou par son représentant autorisé. S'il s'agit d'une proposition présentée par une coentreprise contractuelle, elle doit soit être signée par tous les membres de la coentreprise, ou l'on doit fournir une déclaration indiquant que le signataire représente toutes les parties de la coentreprise.

1.6 Lorsque le fournisseur indique dans sa proposition "qu'il se conforme", il doit également se référer aux clauses respectives de la Partie I, Renseignements généraux/conditions, de la Partie II, Termes de référence et de la Partie III, Certificats, de la demande de proposition.

1.7 Veuillez vous assurer que l'étiquette qui se trouve à la dernière page de la Partie I apparaît sur toutes les enveloppes contenant votre proposition. Si ces modalités ne sont pas respectées, la soumission pourra être rejetée.

1.8 Proposals submitted in response to this RFP will not be returned. There will be no payment by Canada for any costs incurred in the preparation and submission of proposals and Canada reserves the right to negotiate changes in the proposals or to cancel the requirement at any time.

2.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL AND RESULTING CONTRACT

2.1 Proposals received after the closing time and date shown will not be considered and will be returned unopened to the sender.

2.2 Payment will be made in Canadian funds unless otherwise specified

2.3 It is understood that your proposal will remain open for acceptance for a period of not less than ninety (90) days from the closing date of the RFP, unless otherwise indicated herein.

2.4 The price quoted is exclusive of GST/HST. GST/HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Canada. The Bidder agrees to remit any GST/HST paid or due to Canada Customs & Revenue Agency. Bidder to provide GST/HST Registration Number.

2.5 The general conditions as set out in Industry Canada's General Conditions of a Service Contract will form part of and shall be incorporated into any and all work authorizations and the resulting contract(s). This document is available at the following website:
http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_06661.html

2.6 The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract and the Minister reserves the right to reject any proposal including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

2.7 Whenever the words "shall", "must", "will" and "mandatory" appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

The word "should" means an action that is preferred but not mandatory.

1.8 Les propositions présentées en réaction à la présente demande de proposition ne seront pas retournées. Le gouvernement du Canada ne remboursera aucuns des frais engagés pour la préparation et la présentation des propositions, et il se réserve le droit de négocier toute modification des propositions ou d'annuler une exigence en tout temps.

2.0 TERMES ET CONDITIONS D'UNE DEMANDE DE PROPOSITION ET DE TOUT MARCHÉ SUBSÉQUENT

2.1 Les soumissions reçues après la date et l'heure de clôture ne seront pas examinées et seront retournées au soumissionnaire sans avoir été ouvertes.

2.2 Le paiement sera effectué en monnaie canadienne sauf indication contraire.

2.3 Il est entendu que votre soumission demeurera valide pendant au moins quatre-vingt-dix (90) jours à partir de la date de fermeture de la Demande de proposition, sauf indication contraire.

2.4 Le prix proposé ne comprend pas la TPS/TVH. La TPS/TVH, dans la mesure où elle s'applique, sera incluse dans toutes les factures et demandes de paiement partiel présentées pour des produits fournis ou un travail accompli et sera payée par le Canada. Le soumissionnaire convient de verser à l'Agence des douanes et du revenu du Canada tout montant payé ou dû au titre de la TPS/TVH. Le soumissionnaire doit nous faire parvenir son numéro d'enregistrement de TPS/TVH.

2.5 Les conditions générales figurant dans le document Conditions générales d'un contrat de service d'Industrie Canada feront partie de toute autorisation de travail et du(des) contrat(s) subséquent(s). Ce document est disponible sur le site suivant:
http://www.ic.gc.ca/eic/site/icgc.nsf/fra/h_06661.html

2.6 Par sa signature, le soumissionnaire indique qu'il accepte les conditions qui régissent le contrat résultant. Le ministre se réserve le droit de rejeter toute proposition, y compris toute condition proposée par le soumissionnaire qui, selon l'agent responsable du contrat, n'est pas dans l'intérêt du Canada.

2.7 Lorsque les mots « doit », « doivent », « devra » ou « devront » apparaissent dans le document ou tout autre document faisant partie de ce document, les points décrits sont des exigences obligatoires.

Le mot « devrait » indique une action qui est un atout, mais qui n'est pas obligatoire

3.0 NOTICE TO BIDDERS

The following terms and conditions may apply to this solicitation:

3.1 Bidders may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their technical capability to satisfy the requirement as stipulated in this solicitation.

3.2 a) For Canadian-based bidders, prices must be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable INCLUDED, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, EXCLUDED.

b) For foreign-based bidders, prices must be firm (in Canadian funds) and EXCLUDE Canadian customs duties, excise taxes and GST or HST as applicable. CANADIAN CUSTOMS DUTIES AND EXCISE TAXES PAYABLE BY THE CONSIGNEE WILL BE ADDED, FOR EVALUATION PURPOSES ONLY, TO THE PRICES SUBMITTED BY FOREIGN-BASED BIDDERS.

3.3 Proposals will be assessed on an FOB destination basis.

3.4 Proposal documents and supporting information may be submitted in either English or French.

3.5 The contract term "Employment Equity" and any clause relating to international sanctions, if and when included in this document, apply to Canadian-based bidders only.

4.0 ENQUIRIES - SOLICITATION STAGE

4.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding the RFP, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the contracting authority named on page one (1) of the RFP. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this paragraph 6.1 may (for that reason alone) result in the disqualification of the proposal.

4.2 Enquiries **must** be IN WRITING.

3.0 AVIS AUX SOUMISSIONNAIRES

Les conditions suivantes peuvent s'appliquer à la présente invitation :

3.1 Avant l'adjudication du contrat, les soumissionnaires peuvent être tenus de fournir de l'information précise quant à leurs statuts juridique et financier et à leur capacité technique de satisfaire aux exigences énoncées dans la présente invitation.

3.2 a) Les prix indiqués par les soumissionnaires canadiens doivent être fermes (en dollars canadiens) et INCLURE les droits de douane et d'accise canadiens applicables, et EXCLURE la taxe sur les produits et services (TPS) ou la taxe de vente harmonisée (TVH), selon le cas.

b) Les prix indiqués par les soumissionnaires étrangers doivent être fermes (en dollars canadiens) et EXCLURE les droits de douane et d'accise et la TPS ou la TVH du Canada, selon le cas. LES DROITS DE DOUANE ET D'ACCISE DU CANADA PAYABLES PAR LE CONSIGNATAIRE SERONT AJOUTÉS, UNIQUEMENT AUX FINS D'ÉVALUATION, AUX PRIX INDICUÉS PAR LES SOUMISSIONNAIRES ÉTRANGERS.

3.3 Les propositions seront évaluées selon une formule franco destination.

3.4 Les documents de la proposition et les renseignements à l'appui peuvent être soumis en anglais ou en français.

3.5 Le terme contractuel « équité en matière d'emploi » et toute clause relative à des sanctions internationales inclus dans le présent document s'appliquent uniquement aux soumissionnaires canadiens.

4.0 COMMUNICATIONS EN PÉRIODE D'INVITATION

4.1 Afin d'assurer l'intégrité du processus d'appel à la concurrence, toutes les demandes de renseignements et autres communications relativement à cette invitation à soumissionner, de la date d'émission à la date de clôture, doivent être adressées UNIQUEMENT à l'agent responsable du contrat dont le nom figure à la page un (1) de l'invitation à soumissionner. Elles NE DOIVENT être adressées à aucun autre représentant du gouvernement. Le défaut de se conformer à la présente (pour cette raison uniquement) pourrait entraîner le rejet de la soumission.

4.2 Les demandes de renseignements **doivent** être présentées PAR ÉCRIT.

4.3 Enquiries must be received no less than five (5) *working days* prior to the RFP closing date to allow sufficient time to provide a response. Enquiries received after that time might not be answered prior to the RFP closing date.

4.4 To ensure consistency and quality of information provided to bidders with respect to significant enquiries received, and the replies to such enquiries, any information will be provided simultaneously to bidders to which this RFP has been sent, without revealing the sources of the enquiries.

4.5 Meetings will not be held with individual bidders prior to the closing date/time of this RFP.

5.0 INSPECTION

The services provided are subject to inspection and acceptance by the responsible Project Authority.

6.0 RIGHTS OF CANADA

Canada reserves the right to:

- a) reject any or all proposals received in response to this RFP;
- b) enter into negotiations with bidders on any or all aspects of their proposal;
- c) accept any proposal in whole or in part without prior negotiation;
- d) cancel and/or reissue this RFP at any time;
- e) award one or more contracts;
- f) retain all proposals submitted in response to this RFP.

7.0 SOLE PROPOSAL - PRICE SUPPORT

In the event that the Bidder's proposal is the sole proposal received, Canada may request one or more of the following as acceptable price support:

4.3 Les demandes de renseignements doivent être reçues au moins cinq (5) jours ouvrables avant la date de clôture de la DP afin qu'il soit possible d'y répondre en temps opportun. Pour ce qui est des demandes de renseignements reçues après ce délai, il est possible qu'on ne puisse pas y répondre avant la date de clôture de la DP.

4.4 Afin que tous les soumissionnaires reçoivent la même information et que celle-ci soit de qualité égale, les demandes de renseignements importantes reçues, ainsi que les réponses à ces demandes, seront fournies simultanément à toutes les entreprises qui auront reçu la DP, sans toutefois que le nom de l'auteur soit mentionné.

4.5 Il n'y aura pas de rencontres avec aucun des soumissionnaires avant la date et l'heure fixées pour la clôture de cette DP.

5.0 INSPECTION

Les services fournis sont assujettis à l'inspection et à l'acceptation du chargé de projet responsable du présent document.

6.0 DROITS DU CANADA

Le Canada se réserve le droit :

- a) de rejeter l'une quelconque ou la totalité des propositions déposées pour donner suite à cette DDP;
- b) négocier, avec un ou plusieurs soumissionnaires, l'un quelconque ou la totalité des aspects de leur proposition;
- c) d'accepter toute proposition intégralement ou en partie sans négociation préalable;
- d) d'annuler ou de publier à nouveau la présente demande à n'importe quel moment;
- e) d'adjuger un ou plusieurs contrats;
- f) de conserver toutes les propositions déposées pour donner suite à cette DDP.

7.0 SEULE PROPOSITION REÇUE - SUPPORT DES PRIX

Si la proposition du soumissionnaire est la seule reçue, le Canada peut exiger que le soumissionnaire présente un document de soutien des prix contenant les renseignements suivants :

- a) a current published price list indicating the percentage discount available to the Government of Canada; and/or
- b) copy of paid invoices for like services performed for other customers; and/or
- c) a price certification statement; and/or
- d) any other supporting documentation as requested.

8.0 CERTIFICATION REQUIREMENTS

8.1 In order to be awarded a contract, the certifications attached in Part III are required. Canada shall declare a proposal non-responsive if the certifications are not submitted or completed as required.

8.2 Compliance with the certifications the Bidder provides to Canada is subject to verification by Canada during the proposal evaluation period (prior to contract award) and after contract award.

8.3 In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its proposal is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Contract, to terminate the Contract for default.

9.0 T4A SUPPLEMENTARY SLIP REQUIREMENT

Pursuant to paragraph 221(1d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4A Supplementary Slip. To enable client departments and agencies to comply with the requirement, contractors are required to provide information as to their legal name and status, business number, and/or Social Insurance Number or other identifying supplier information as applicable along with a certification as to the completeness and accuracy of the information.

10.0 FORMER PUBLIC SERVANTS (FPS) IN RECEIPT OF A PENSION

A FPS in receipt of a pension may not compete for a requirement that exceeds \$100,000 including expenses and GST/HST. Reference, Part III, Section 1.3, Former Public Servants.

- a) la liste de prix publiée la plus récente, indiquant l'escompte, en pourcentage, offert au gouvernement du Canada;
- b) une copie des factures payées pour des services semblables rendus à d'autres clients; et (ou)
- c) une attestation des prix, et (ou)
- d) toutes autres pièces justificatives telles que demandées.

8.0 EXIGENCES EN MATIÈRE DE CERTIFICATS

8.1 Pour obtenir un contrat, le soumissionnaire doit joindre à la Partie III les certificats requis. Le Canada déclarera une proposition irrecevable si les certificats ne sont pas soumis ou remplis comme on l'exige.

8.2 Au cours de la période d'évaluation des propositions (avant l'adjudication du contrat) et après l'adjudication du contrat, le Canada peut vérifier si le soumissionnaire s'est conformé aux certificats.

8.3 Si l'entrepreneur n'est pas conforme à un certificat ou que l'on détermine que l'entrepreneur a fourni dans sa proposition un faux certificat, que ce soit sciemment ou involontairement, le ministre peut, conformément aux clauses d'inexécution du contrat, résilier le contrat pour cause d'inexécution.

9.0 EXIGENCE RELATIVE AUX FEUILLETS T4A SUPPLÉMENTAIRES

Conformément à l'alinéa 221 (1) d) de la *Loi de l'impôt sur le revenu*, les ministères et organismes sont tenus de déclarer, à l'aide du feuillet T4-A supplémentaire, les paiements contractuels versés aux entrepreneurs en vertu de marchés de services pertinents (y compris les marchés composés de biens et de services). Afin de permettre aux ministères-clients et organismes de se conformer à cette exigence, les entrepreneurs sont tenus de fournir des renseignements quant à leur dénomination sociale et à leur statut juridique, numéro d'entreprise ou numéro d'assurance sociale ou autre identificateur unique au fournisseur, le cas échéant, ainsi qu'une attestation à l'effet qu'ils sont corrects et complets.

10.0 ANCIENS FONCTIONNAIRES QUI TOUCHENT UNE PENSION

Un ancien fonctionnaire qui touche une pension ne peut poser sa candidature à un marché qui dépasse 100 000 \$, y compris les dépenses et la TPS/TVH. Référence: Partie III, section 1.3, Anciens fonctionnaires.

11.0 PAYMENT

11.1 One of the following basis and method of payment will be selected for this RFP based on the work requirement. The chosen methods are identified in Part II, Terms of Reference, Section 12, and Financial Proposal.

11.2 Basis of Payment - GST/HST Extra

- firm or fixed price
- fixed time rate
- cost reimbursable
 - per diem, or
 - ceiling price

11.3 Method of Payment - GST/HST Extra

- payment on delivery and acceptance, or
- progress payments

Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC), available at the following PWGSC Web site:

<http://sacc.pwgsc.gc.ca/sacc/>

R2410T 2012-07-16 GENERAL INSTRUCTIONS TO BIDDERS

2010C 2012-07-16 GENERAL CONDITIONS - SERVICES (MEDIUM COMPLEXITY)

C3010T 2010-01-11 EXCHANGE RATE FLUCTUATIONS

12.0 BASIS OF SELECTION

It is understood by the parties submitting proposals that, to be considered valid, a proposal must meet all mandatory requirements specified herein. The proposals not meeting all of the mandatory requirements will be given no further consideration.

11.0 PAIEMENT

11.1 On choisira l'une des bases et des modalités de paiement suivantes pour la présente demande de proposition en fonction du marché. Les méthodes choisies seront indiquées dans la Partie II, Termes de référence, section 12, Proposition financière.

11.2 Base de paiement — TPS/TVH en sus

- prix ferme ou fixes
- tarif horaire fixe
- coûts remboursables
 - tarif journalier, ou
 - prix plafond

11.3 Modalités de paiement — TPS/TVH en sus

- paiement sur livraison et acceptation, ou
- acomptes.

Cluses et conditions uniformisées d'achat

Toutes les directives, expressions générales, conditions et causes indiquées dans les présentes par un titre, un numéro et une date sont établies dans les *Cluses et conditions uniformisées d'achat* (CCUA) publiées par Travaux publics et services gouvernementaux Canada (TPSGC), que l'on peut consulter dans le site Web de TPSGC suivant :

<http://sacc.pwgsc.gc.ca/sacc/>

R2410T 2012-07-16 INSTRUCTIONS GÉNÉRALES AUX SOUSSIONNAIRES

2010C 2012-07-16 CONDITIONS GÉNÉRALES - SERVICES (COMPLEXITÉ MOYENNE)

C3010T 2010-01-11 FLUCTUATIONS DU TAUX DE CHANGE

12.0 MÉTHODE DE SÉLECTION

Les parties qui soumettent une proposition comprennent que, pour que leur soumission soit valide, elle doit satisfaire à toutes les exigences obligatoires précisées dans le présent document. Les propositions qui ne satisfont pas à toutes les exigences obligatoires ne seront pas retenues.

13.0 INTERNATIONAL SANCTIONS

Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at:

<http://www.international.gc.ca/trade/sanctions-e.asp>

It is a condition of the resulting contract that the Contractor not supply to the Government of Canada any goods or services which are subject to economic sanctions.

By law, the Contractor must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Contractor, the situation will be treated by the Parties as a force majeure. The Contractor shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

14.0 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

14.1 Non-federally regulated employers with a resident workforce in Canada of 100 or more employees bidding on a contract of \$200,000 or more must certify their commitment to implement employment equity according to the criteria of the Federal Contractors Program.

15.0 APPLICABLE LAW

15.1 The Contract shall be interpreted and governed, and the relations between the Parties, determined by the laws in force in Ontario.

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

13.0 SANCTIONS INTERNATIONALES

Les personnes au Canada et les Canadiens à l'étranger sont liés par les sanctions économiques imposées par le Canada. En conséquence, le gouvernement du Canada ne peut accepter la livraison d'aucun bien ou service provenant, directement ou indirectement, d'un ou de plusieurs pays assujettis aux sanctions économiques.

Les détails relatifs aux sanctions actuellement en vigueur peuvent être vus à l'adresse suivante :

<http://www.international.gc.ca/trade/sanctions-fr.asp>

Une condition essentielle au marché subséquent est que l'entrepreneur ne fournisse pas au gouvernement canadien un bien ou un service assujetti aux sanctions économiques.

Conformément au règlement en vigueur, l'entrepreneur devra respecter tout changement apporté aux sanctions imposées durant la période du contrat. Lors de l'exécution du contrat, si l'imposition de sanctions contre un pays ou une personne ou l'ajout d'un bien ou service à la liste des biens et services devait empêcher l'entrepreneur de satisfaire à la totalité ou à une partie de ses obligations, l'entrepreneur pourra invoquer la force majeure. L'entrepreneur devra informer le Canada immédiatement de la situation; les procédures établies pour la force majeure s'appliqueront alors.

14.0 PROGRAMME DE CONTRATS FÉDÉRAUX POUR L'ÉQUITÉ EN MATIÈRE D'EMPLOI

14.1 Les employeurs non assujettis à la législation fédérale dont l'effectif au Canada compte plus de 100 employés qui soumissionnent dans le cadre d'un marché de 200 000 \$ ou plus doivent certifier qu'ils s'engagent à respecter les principes de l'équité en matière d'emploi conformément aux critères du Programme de contrats fédéraux.

15.0 LOIS APPLICABLES

15.1 Le contrat doit être interprété et régi selon les lois en vigueur en Ontario, et les relations entre les parties seront déterminées par ces lois.

15.2 Les soumissionnaires peuvent, à leur discrétion, remplacer les lois applicables d'une province ou d'un territoire canadien de leur choix sans changer la validité de leur proposition, en remplaçant la province ou le territoire canadien précisé par la province ou le territoire canadien de leur choix. Si aucun changement n'est apporté, le soumissionnaire reconnaît qu'il accepte les lois applicables précisées.

THIS SHEET MUST BE USED AS A LABEL ON ALL THE ENVELOPES CONTAINING YOUR PROPOSAL:
CETTE PAGE DOIT SERVIR D'ÉTIQUETTE SUR CHACUNE DES ENVELOPPES CONTENANT VOTRE
SOUSSION

**INDUSTRY CANADA/INDUSTRIE CANADA
CONTRACTS & MATERIEL MANAGEMENT/
CONTRATS ET GESTION DU MATÉRIEL**

**CONTRACTING OFFICER'S NAME / NOM DE L'AUTORITÉ
CONTRACTANTE**

235 QUEEN STREET/235, RUE QUEEN

**BID RECEIVING AREA/AIRE DE RÉCEPTION DES SOUMISSIONS
MAIL SCANNING/INSPECTION DU COURRIER, ROOM/PIÈCE S-143,
LEVEL/NIVEAU S-1
OTTAWA, ONTARIO
K1A 0H5**

**Community Information Database (CID) Hosting Services / Services
d'hébergement de la Base de données sur les collectivités (BDC)**

RFP# IC401574

CLOSING DATE/DATE DE CLÔTURE

July 25th, 2016/le 25 juillet 2016

2:00 pm Eastern Time/14 h, heure de l'Est

FROM/DE: COMPANY NAME/NOM DE L'ENTREPRISE

Part II: Terms of Reference

1.0 PURPOSE

The department of Industry Canada requires services to maintain and further develop the Community Information Database (CID) and the connected website. This includes site hosting and maintenance, as well as the addition of datasets and the improvement of features. The services will be required for a period commencing from contract award to March 31, 2018, plus two (2) options of one year each to be exercised at Industry Canada's discretion ending March 31, 2020.

2.0 TITLE OF PROJECT

Community Information Database (CID) Hosting Services

3.0 BACKGROUND

The Community Information Database (CID) was established by the Rural Secretariat at Agriculture and Agri-Food Canada (AAFC) in 2006 to provide non-governmental organizations (including official language minority communities (OLMCs), academic experts and all levels of governments with free, online access to socio-economic and demographic data on rural and urban communities.

In March 2014, AAFC signed a Memorandum of Understanding (MOU) to transfer the database to Industry Canada (IC). Since IC's Strategic Policy Sector (SPS) is responsible for the administration, management and control of all assets identified with the database including data from various sources for various years. Web-server hosting services for CID have been provided by Beyond 20/20 Inc., a private company, since its inception in 2006. This relationship continued following the transfer to ensure continuity of service.

Although several local data sources exist in Canada, data on communities remain inaccessible and complex. Statistics Canada provides a wealth of information on various topics for free, but often the format does not allow a local division. For more detailed information organizations or entrepreneurs must purchase the necessary data and processed it which can be costly and time consuming. The advantage of the CID is its flexibility and its ability to map specific communities (rural or urban) which can be very useful for its operators.

Maintaining public access to the database is consistent with government priorities in Canada's Action Plan for Open Government (Open Data), the Canada's Economic Action Plan and IC priorities under Part VII of the Official Languages Act (supporting the economic development of OLMCs and promoting linguistic duality). Furthermore, IC's priorities support economic growth and digital technology which are directly linked to the purpose of this database. In addition, the Economic Development Initiative (EDI) under the new Roadmap for Official Languages 2013-2018 is implementing a research component that also goes hand in hand with CID.

The site is user friendly and by keeping it updated, it will continue to produce useful data to support economic development, decision making in government and communities, increase the capacity of the economic sector and communities to better explore ideas and opportunities for economic growth.

4.0 PROJECT REQUIREMENTS/OBJECTIVES

The objective of the requirement is to maintain and further develop the Community Information Database (CID) and the connected website which will include site hosting and maintenance, as well as the addition of datasets and improve features.

5.0 SCOPE OF WORK

Industry Canada has a requirement for the acquisition of secure hosting and maintenance services for data and for feature improvements to the Community Information Database (CID). The work will consist of the following:

A) Updating Maps and Analysis Platform

A map of Canada showing different levels of geography (communities; administrative, economic and health regions; and provinces/territories); geographic overlays; the ability to map numeric indicators by colour or by symbol; ability to select geographies, compile, and retrieve data for more detailed analysis; ability to retrieve graphs, tables, snapshot and detailed reports; ability to import and map external data. The mapping device needs constant upgrading in order to remain useful.

B) Updating Community Profiles

Community Profile reports available for all communities across Canada showing key economic, social, and demographic trends over 1996 to 2006, with tables, graphs, and links to maps comparing the community to its region and province or territory.

With more than 1000 economic, demographic, and social indicators and indices, the CID is one of the most innovative rural development tools in Canada and the world. The CID is the only application to offer a broad range of community-level data and information for all communities across Canada.

CID indicators include agriculture, population, employment, labour force, income, housing, health, and co-operatives in the form of downloadable and interactive maps, tables, and charts and community and regional profiles and community profiles and needs to be updated with current source of data in order to remain relevant.

Sources of data in the CID include: Census of Population; Census of Agriculture, Canadian Community Health Survey; Labour Force Survey, Canadian Business Patterns/Register and Federal/Provincial Register on Canadian Co-operatives.

C) Feature improvements

Some feature improvements may be required and new data may be incorporated into the Community Information Database. As an example, SPS is presently working with Employment and Social Development Canada to include the Labour Market Area (LMA) lens (roughly 329 areas) with indicators broken down by Official Language Minority and Non-Official Language Minority population to the database using 2011 Census. This will add a new geography level to CID and provide new sets of data to users. Work will be completed by March 2016.

Technical Specifications:

- Server capacity
 - Front-end server that hosts the content management system (Drupal-based):
 - OS Ubuntu Linux 64-bit
 - CPU 4 cores
 - RAM 2GB
 - STORAGE 20GB
 - Server that hosts WDS and the Geoclip software:
 - OS Windows server 2008 R2
 - CPU 4 cores
 - RAM 2GB
 - STORAGE 40GB
- Security capabilities (for example :secure area which requires identification and an eye scan before entering)

The site consists of three main components:

- a) The Beyond 20/20 Web Data Server software is used to store, index and present the socioeconomic data.
- b) The eMc3 CartoVista software and associated database drives the maps for highlighting data differences and trends.
- c) The front-end of the site is built in the Drupal content management system.
 - The first two run on a MS-Windows based server and the third runs on a Linux system. The company providing the service must have the ability to run/manage both Windows-based and Linux-based systems. This includes installing updates, managing security, backups, and monitoring of the system. In addition, we install updates to all three components as they are made available, manage user accounts (for administration), track usage, and offer the other services you describe in your document.
 - CID data must be prepared in the Beyond 20/20 IVT format, or in a compatible format therefore the Contractor is required to acquire similar know-how in order to provide the required service.

5.1 Tasks and Deliverables

5.1.1 Tasks:

The Contractor will be requested to conduct the following tasks on an as and when required basis. The tasks may include but are not limited to:

- a) For hosting and maintenance services:

The work will involve the following:

- Server hosting, including redundant power, Internet, air conditioning, security, etc
- Regular reports on performance and site use
- Nightly data back-up
- 24 hours minimal downtime during regular maintenance and upgrades or during instance connectivity loss
- Operating system updates as necessary
- Application upgrades when appropriate
- Additional data manipulation or improvement to mapping application may be required to update database information
- Maintenance and support 5 days/week, from 9:00 a.m. – 5:00 p.m. EST

- b) For additional data services:

- Improve and expand functions available on the interface, including improvements to the Community Scoreboards, Community Profiles, improve searching functions, key trends and indicators as well as the addition of mapping tools.
- Expand datasets, including but not limited only to Census 2016, IMDB Tax file (e.g., earnings, language at landing, education at landing, mobility), National Household Survey (e.g., education, mobility, language), Labour Force Survey (e.g., unemployment, employment, participation, education)

- c) Other tasks:

- Participate in a meeting with Departmental representative twice a year to revise project requirements or claim.
- The individual identified in the proposal as the Project representative shall:
 - Provide Contractor with needed information and documents
 - Ensure all expenditures are reviewed and submitted on a quarterly basis.
 - Manage the work plan by monitoring deliverables received and modifications agreed upon by the Contractor and the Project Authority;

5.1.2 Deliverables:

The Contractor will be required to provide the following deliverables:

a) For the initial contract period (from date of contract award to March 31st, 2018)

i) For hosting and maintenance services:

Provide a regular report on performance and site use on a quarterly basis based on the following timelines:

- Regular report on performance and site use (September 30th, 2016)
- Regular report on performance and site use (December 31st, 2016)
- Regular report on performance and site use (March 31st, 2017)
- Regular report on performance and site use (June 30th, 2017)
- Regular report on performance and site use (September 30th, 2017)
- Regular report on performance and site use (December 31st, 2017)
- Regular report on performance and site use (March 31st, 2018)

ii) Additional data services:

- Provide potential additional data manipulation or improvements to website (project) on an as an when requested basis.

b) For the two optional contract periods

Option Period One (April 1st, 2018 to March 31st, 2019)

i) For hosting and maintenance services:

Provide a regular report on performance and site use on a quarterly basis based on the following timelines:

- Regular report on performance and site use (June 30th 2018)
- Regular report on performance and site use (September 30th 2018)
- Regular report on performance and site use (December 31s 2018)
- Regular report on performance and site use (March 31st 2019)

ii) Additional data services:

- Provide potential additional data manipulation or improvements to website (project) on an as an when requested basis.

Option Period Two (April 1st, 2019 to March 31st, 2020)

i) For hosting and maintenance services:

Provide a regular report on performance and site use on a quarterly basis based on the following timelines:

- Regular report on performance and site use (June 30th, 2019)
- Regular report on performance and site use (September 30th, 2019)
- Regular report on performance and site use (December 31st, 2019)
- Regular report on performance and site use (March 31st, 2020)

ii) Additional data services:

- Provide potential additional data manipulation or improvements to website (project) on an as and when requested basis.

6.0 OFFICIAL LANGUAGES

Due to the nature of the database it is imperative that the Contractor's resource(s) be able to provide services in both official languages.

7.0 TRAVEL

Any travel, accommodation, and incidental expenses related to the conduct of the Work are the sole responsibility of the Contractor. No travel, accommodation, or incidental expenses will be reimbursed under the resulting Contract.

8.0 MANAGEMENT OF THE PROJECT

Industry Canada's Strategic Policy Sector will be managing this project. The name of Project Authority and/or Technical Authority will be provided upon contract award.

8.1 Change Management Procedures:

Any change to the scope of the work shall be agreed to in writing between the Contractor and the Departmental Representative and authorized with a formal contract amendment.

9.0 CONSTRAINTS

Since the data is configured in the Beyond 20/20 IVT format, which is the underlying structure of data on the CID site, the contractor must have the capacity to prepare data in the Beyond 20/20 format or in a compatible format in order to provide the same service.

All licenses renewal must be paid by supplier. Presently eMc's Geoclip product which produces the maps that are displayed on the CID site. This is an annual cost that covers the renewal of the Geoclip license and support, updates and bug fixes to the software.

10.0 SECURITY

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PSPC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PSPC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex A;
 - (b) Industrial Security Manual (Latest Edition)

SECURITY REQUIREMENT FOR FOREIGN SUPPLIER:

All / **CANADA PROTECTED** information/assets, furnished to the Foreign recipient **Contractor / Offeror / Subcontractor** or produced by the Foreign recipient **Contractor / Offeror / Subcontractor**, shall be safeguarded as follows:

1. The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming Contractor and/or subcontractor compliance with the security requirements for foreign suppliers. The following security requirements apply to the Contractor and/or any and all subcontractors incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in Part II, Terms of Reference sections 1.0 to 9.0 of this RFP..
2. The **Contractor** and/or any and all **subcontractors** must be from a country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral industrial security instrument. The Contract Security Program (CSP) has international bilateral industrial security instruments with the countries listed on the following PSPC website: <http://ssi-iss.tpsgc-pwgsc.gc.ca/gvrnmnt/risi-iisr-eng.html>
3. The Foreign recipient **Contractor / Offeror / Subcontractor** must provide proof that they are incorporated or authorized to do business in their jurisdiction.
4. The Foreign recipient **Contractor / Offeror / Subcontractor** must identify an authorized Contract Security Officer (CSO) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent Foreign recipient Contractor's Chief Executive Officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.

5. The Foreign recipient **Contractor/Offeror/Subcontractor** shall not permit access to **CANADA PROTECTED B** information, except to its personnel subject to the following conditions:
 - a) Personnel have a need-to-know for the performance of the **Contract / Subcontract**;
 - b) Personnel have been subject to a criminal record check, with favourable results, from a recognized Governmental agency in their country as well as a background verification. The approved verifications for the required criminal record check and background verification are listed at Appendix A.
 - c) The Foreign **Contractor / Offeror / Subcontractor** will ensure that its Chief Executive Officer (CEO) or Senior Official of the company will appoint a Contract Security Officer (CSO) and/or an Alternate Contract Security Officer (ACSO) in order to ensure compliance with all contracting security requirements.
 - d) The Foreign recipient **Contractor / Offeror / Subcontractor** shall ensure that personnel provide consent to share results of the Criminal record Background Check with the Canadian DSA and other Canadian Government Officials, if requested;
 - e) The Government of Canada reserves the right to deny access to **Canadian Protected** information and/ or assets to a Foreign **Contractor / Offeror / Subcontractor** for cause.
6. The Contractor and/or any and all subcontractors must ensure that all the databases used by organizations to provide the services described in Part II, Terms of Reference sections 1.0 to 9.0 of this RFP, related to the Work, are located in a country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral industrial security instrument. The Contract Security Program (CSP) has international bilateral industrial security instruments with the countries listed on the following PSPC website: <http://ssi-iss.tpsgc-pwgsc.gc.ca/gvrnmnt/risi-iisr-eng.html>
7. The Foreign recipient **Contractor / Offeror / Subcontractor** MUST NOT utilize its Information Technology systems to electronically process, produce, or store on a computer system any **CANADA PROTECTED** information until the Canadian DSA has granted approval to do so.
8. In the event that a Foreign recipient **Contractor / Offeror / Subcontractor** is chosen as a supplier for this Contract, subsequent Foreign security requirement clauses shall be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA.
9. The Foreign recipient **Contractor / Offeror / Subcontractor** must comply with the provisions of the Security Requirements Check List attached at Annex A.

APPENDIX A

The Foreign recipient **Contractor / Offeror / Subcontractor** must perform a security screening of all its personnel who will need access to **CANADA Protected B** information;

- a) Identity check
 - i. Copies of two of valid original pieces of government issued identity documentation, one of which must include a photo
 - ii. Surname (last name)
 - iii. Full given names (first name) – underline or circle usual name used
 - iv. Family name at birth
 - v. All other names used (aliases)
 - vi. Name changes

1. Must include the name they changed from and the name they changed to, the place of change and the institution changed through

vii. Sex

viii. Date of birth

ix. Place of birth (city, province/state/region, and country)

x. Citizenship(s)

xi. Marital status/common-law partnership

1. Current Status (married, common-law, separated, widowed, divorced, single)

2. All current spouses (if applicable)

a. Surname (last name)

b. Full given names (first name) – underline or circle usual name used

c. Date and duration of marriage/common-law partnership

d. Date of birth

e. Family name at birth

f. Place of birth (city, province/state/region, and country)

g. Citizenship

b) Residency check

i. The last five (5) years of residency history starting from most recent with no gaps in time.

1. Apartment number, street number, street name, city, province or state, postal code or zip code, country, from-to dates

c) Educational check

i. The educational establishments attended and the corresponding dates

d) Employment history check

i. The last five (5) years of employment history starting from most recent with no gaps in time

ii. Three (3) employment reference checks from the last five (5) years

e) Criminal records check:

i. report(s) containing all criminal convictions for the last five (5) years in and outside of the candidate's country of residence

11.0 EVALUATION PROCEDURES

11.1 Proposals will be evaluated in three separate steps as follows:

a) evaluation of the technical and financial Mandatory Requirements as listed in Section 12.0 below. Only proposals meeting all of the Mandatory Requirements will advance to Step b);

b) evaluation of the technical rated requirements as listed in Section 13.0 below. Only proposals meeting all of the rated technical requirements will advance to Step c);

c) evaluation of the financial rated requirements as listed in Section 12.0 below.

Note: Industry Canada may choose to terminate the evaluation of any proposal upon the first findings of non-compliance with a mandatory requirement or upon the first finding where a proposal fails to meet a minimum score for a rated requirement.

11.2 An evaluation team composed of representatives of Industry Canada will evaluate the proposals.

The evaluation team reserves the right but is not obliged to perform any of the following:

a) seek clarification or verify any or all information provided by the Bidder with respect to this RFP;

b) contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfil the requirement, at Industry Canada in Ottawa, Ontario, on 48

hours notice, to verify and validate any information or data submitted by the Bidder.

12.0 MANDATORY REQUIREMENTS

To be considered responsive, a proposal must meet all of the mandatory requirements of this solicitation. Proposals not meeting all of the mandatory requirements will be given no further consideration. Industry Canada may decide to terminate the evaluation upon the first non-compliance of a mandatory requirement.

RFP Reference	Requirement(Bidder’s proposal should repeat exactly as defined in the RFP)	Referenced Section/Page in Bidder’s Proposal
<p>12.1</p>	<p>The Bidder must have a minimum of five (5) years demonstrated experience, in dealing with large and very large (20 - 40GB) data volumes that are distributed geographically nationally.</p> <p>To demonstrate this experience the Bidder must provide project(s) description that include:</p> <ul style="list-style-type: none"> – Timeframe (start and end dates in month/year) – Data volumes(20 GB or more) – Geographic distribution (nationally) <p>Note: Bidders must submit the number of project(s) required in order to demonstrate the minimum number years of experience as identified above.</p>	
<p>12.2</p>	<p>The Bidder must demonstrate it has the capacity to prepare data in the Beyond 20/20 IVT format or in a compatible format and demonstrate their capacity to format and transform data on a web data server.</p> <p>To demonstrate this experience, the Bidder must submit one (1) project summary (maximum 1 page) and provide the link to the website.</p>	
<p>12.3</p>	<p>The total cost of the Bidder’s financial proposal for hosting and maintenance services must not exceed \$112,000.00 (excluding applicable taxes) for the initial contract period and for the two (2) one (1) year option periods.</p>	

12.4	<p>The total cost of the Bidder's financial proposal for additional data must not exceed:</p> <ul style="list-style-type: none"> - Initial Contract Period – up to a maximum of \$20,000.00 (excluding applicable taxes); - Option Period 1 - up to a maximum of \$30,000.00 (excluding applicable taxes); - Option Period 2 - up to a maximum of \$10,000.00 (excluding applicable taxes). 	
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13.0 POINT RATED REQUIREMENTS

In order to qualify for the rating process, proposals **MUST** respond to the following rated requirements **IN THE ORDER SHOWN** and **MUST** include the referenced Section/Page in the Bidder's proposal. Any proposal which fails to achieve the required minimum score for any rated item will be eliminated from further consideration. In addition, to be further evaluated, the bidder's proposal must achieve **an overall minimum technical rating of 70%**. Innovation, Science and Economic Development Canada may decide to terminate the evaluation upon the first non-compliance of a rated requirement.

RFP Reference	Requirement (bidder's proposal should repeat exactly as defined in RFP)	Points		Referenced Section/Page in Bidder's Proposal
		Max.	Min.	
	Technical Rating			

<p>13.1</p>	<p>The Bidder should demonstrate that they have the knowledge and the ability to run/manage both Windows-based and Linux-based systems by providing a minimum of one (1) completed project over the last five (5) years.</p> <p>The following details should be provided for the project:</p> <p>Project name; - Detailed description of project including nature of work, start and end dates in month/year and value of the project; - Target Audience; - Responsibilities of each team member with respect to the project; - Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed</p> <p>A maximum of 15 points will be allocated for the project.</p> <p>Points for the project will be allocated as follows:</p> <p>Experience acquired in:</p> <ul style="list-style-type: none"> - running both Windows-based and Linux-based systems (up to 5 points), - managing security, backups for both systems, and (up to 5 points) - supervising of systems (up to 5 points) 	<p>15</p>	<p>6</p>	
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<p>13.2</p>	<p>The Bidder should demonstrate that they have experience in updating maps and analysis platforms by providing one (1) completed project.</p> <p>The following details should be provided for the project:</p> <p>Project name;</p> <ul style="list-style-type: none"> - Detailed description of project including nature of work, start and end dates in month/year and value of the project; - Target Audience; - Responsibilities of each team member with respect to the project; - Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed <p>A maximum of 20 points will be allocated for the project.</p> <p>Points for the project will be allocated as follows:</p> <ul style="list-style-type: none"> - the ability to map numeric indicators by color or by symbol; (up to 5 points) - the ability to select geographies, compile, and retrieve data for more detailed analysis; (up to 5 points) - the ability to retrieve graphs, tables, snapshot and detailed reports; (up to 5 points) - the ability to import and map external data.(up to 5 points) 	<p>20</p>	<p>14</p>	
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<p>13.3</p>	<p>The bidder should have the ability to develop software platforms for data aggregation, transformation and distribution. The Bidder is to describe one (1) custom product they put in place.</p> <p>A maximum of 15 points will be allocated for the described custom product.</p> <p>Points for the described custom product will be allocated as follows:</p> <ul style="list-style-type: none"> - Ability to develop platforms for data aggregation (up to 5 points); - Ability to develop platforms for data transformation (up to 5 points); and - Ability to develop platforms for data distribution (up to 5 points). 	<p>15</p>	<p>6</p>	
	<p>Total maximum point rated requirements</p>	<p>50</p>		<p>Overall minimum points required: 35</p>

14.0 FINANCIAL PROPOSAL

The financial proposal is to be submitted as a separate package to the technical proposal, and will be assessed only if the bidder's proposal meets all the technical and financial mandatory requirements, meets the minimum score for each point rated requirement and receives a **MINIMUM OF 70 PERCENT** on the overall rated evaluation criteria.

. The Bidder's financial proposal must be broken down as per the following cost breakdown:

a) Hosting and Maintenance Services:

1	Initial Contract Period – Date of Contract award to March 31 st , 2018	Quoted all-inclusive price for Hosting and maintenance Services (in Cdn\$ and excluding applicable taxes)
1a	Regular report on performance and site use (September 30 th , 2016)	\$
1b	Regular report on performance and site use (December 31 st , 2016)	\$
1c	Regular report on performance and site use (March 31 st , 2017)	\$
1d	Regular report on performance and site use (June 30 th , 2017)	\$
1e	Regular report on performance and site use (September 30 th , 2017)	\$
1f	Regular report on performance and site use (December 31 st , 2017)	\$
1g	Regular report on performance and site use (March 31 st , 2018)	\$

Total Initial Contract Period:	_____ \$
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2	Option Period 1- April 1st, 2018 to March 31st, 2019	Quoted all-inclusive price for Hosting and Maintenance Services (in Cdn\$ and excluding applicable taxes)
2a	Regular report on performance and site use (June 30 th , 2018)	_____ \$
2b	Regular report on performance and site use (September 30 th , 2018)	_____ \$
2c	Regular report on performance and site use (December 31 st , 2018)	_____ \$
2d	Regular report on performance and site use (March 31 st , 2019)	_____ \$
Total Option Period 1:		_____ \$

3	Option Period 2- April 1st, 2019 to March 31st, 2020	Quoted all-inclusive price for Hosting and Maintenance Services (in Cdn\$ and excluding applicable taxes)
3a	Regular report on performance and site use (June 30 th , 2019)	_____ \$
3b	Regular report on performance and site use (September 31 st , 2019)	_____ \$
3c	Regular report on performance and site use (December 31 st , 2019)	_____ \$
3d	Regular report on performance and site use (March 31 st , 2020)	_____ \$
Total Option Period 2:		_____ \$

4	Total cost for Hosting and Maintenance Services: (Total Initial Contract Period + Total Option Period 1 + Total Option Period 2)	_____ \$
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Note: The total cost for hosting and maintenance services must not exceed \$112,000.00 (excluding applicable taxes) for the initial contract period and for the two (2) one (1) year option periods.

b) Additional Data Services:

Note**: The inclusion of the estimated level of effort does not represent a commitment by Industry Canada that Industry Canada's future usage of the services described in the bid solicitation will be consistent with this data.

5	Initial Contract Period – Date of Contract award to March 31st, 2018	Quoted all-inclusive Per Diem Rate for	Estimated Level of Effort **	Total (in Cdn\$ and excluding
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		Additional Data (in Cdn\$ and excluding applicable taxes)		applicable taxes)
		_____ \$	20 days	

6	Option Period 1- April 1st, 2018 to March 31st, 2019	Quoted all-inclusive Per Diem Rate for Additional Data (in Cdn\$ and excluding applicable taxes)	Estimated Level of Effort **	Total (in Cdn\$ and excluding applicable taxes)
		_____ \$	30 days	

7	Option Period 2- April 1st, 2019 to March 31st, 2020	Quoted all-inclusive Per Diem Rate for Additional Data (in Cdn\$ and excluding applicable taxes)	Estimated Level of Effort **	Total (in Cdn\$ and excluding applicable taxes)
		_____ \$	10 days	

8	Total cost for Additional Data Services: (Total Initial Contract Period + Total Option Period 1 + Total Option Period 2)	_____ \$
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Note: The total cost for additional data must not exceed:

- Initial Contract Period – up to a maximum of \$20,000.00 (excluding applicable taxes)**
- Option Period 1 - up to a maximum of \$30,000.00 (excluding applicable taxes)**
- Option Period 2 - up to a maximum of \$10,000.00 (excluding applicable taxes)**

c) Bidder's Total Price

9	Bidder's Total Evaluated Price (applicable taxes excluded): (Total cost for Hosting Services + Total cost for Additional Data Services)	_____ \$
10	Applicable taxes (GST / HST / PST) Insert amount(s) as applicable:	_____ \$
11	Total cost of resulting Contractor (Bidder's Total Evaluated Price + Applicable taxes (GST/HST/PST))	_____ \$

14.1 Basis of Payment:

The Bidder's financial proposal must include a firm or fixed price for this project, GST/HST extra. Costs in the proposal must be broken down as per 14.0 a) b) and c) above:

14.2 Method of Payment - Resulting Contract

a) Hosting and Maintenance Services:

Industry Canada will make progress payments in accordance with the payment provisions of the contract, based on the following schedule:

Initial Contract Period – Date of Contract award to March 31st, 2018	All-inclusive price for Hosting and Maintenance Services (in Cdn\$ and excluding applicable taxes) <i>(Amounts to be inserted at contract award)</i>
Upon submission of a regular report on performance and site use (September 30 th , 2016)	_____ \$
Upon submission of a regular report on performance and site use (December 31 st , 2016)	_____ \$
Upon submission of a regular on performance and site use (March 31 st , 2017)	_____ \$
Upon submission of a regular report on performance and site use (June 20 th , 2017)	_____ \$
Upon submission of a regular report on performance and site use (September 30 th , 2017)	_____ \$
Upon submission of a regular report on performance and site use (December 31 st , 2017)	_____ \$
Upon submission of a regular report on performance and site use (March 31 st , 2017)	_____ \$
Total for the Initial Contract Period	_____ \$

Option Period 1- April 1st, 2018 to March 31st, 2019	All-inclusive price for Hosting and Maintenance Services (in Cdn\$ and excluding applicable taxes) <i>(Amounts to be inserted at contract award)</i>
Upon submission of a regular report on performance and site use (June 30 th , 2018)	_____ \$
Upon submission of a regular report on performance and site use (September 30 th , 2018)	_____ \$
Upon submission of a regular on performance and site use (December 31 st , 2018)	_____ \$
Upon submission of a regular on performance and site use (March 31 st , 2019)	_____ \$

Total for Option Period 1	_____ \$
----------------------------------	----------

Option Period 2- April 1st, 2019 to March 31st, 2020	Quoted all-inclusive price for Hosting and Maintenance Services (in Cdn\$ and excluding applicable taxes) <i>(Amounts to be inserted at contract award)</i>
Upon submission of a regular report on performance and site use (June 30 th , 2019)	_____ \$
Upon submission of a regular report on performance and site use (September 30 th , 2019)	_____ \$
Upon submission of a regular report on performance and site use (December 31 st , 2019)	_____ \$
Upon submission of a regular report on performance and site use (March 31 st , 2020)	_____ \$
Total for Option Period 2	_____ \$

b) For additional data services:

The Contractor will be paid firm per diem rates as follows, for work performed on an as and when requested basis in accordance with the Contract. Applicable Taxes are extra.

Initial Contract Period – Date of Contract award to March 31st, 2018	All-inclusive Per Diem Rate for Additional Data (in Cdn\$ and excluding applicable taxes)
	_____ \$

Option Period 1- April 1st, 2018 to March 31st, 2019	All-inclusive Per Diem Rate for Additional Data (in Cdn\$ and excluding applicable taxes)
	_____ \$

Option Period 2- April 1st, 2019 to March 31st, 2020	All-inclusive Per Diem Rate for Additional Data (in Cdn\$ and excluding applicable taxes)
	_____ \$

Total Estimated Cost: \$_____ (to be inserted at contract award)

All payments will be contingent upon Industry Canada's satisfaction with the deliverables.

15.0 CONTRACTOR SELECTION METHOD:

Highest Compliant Combined Rating of Technical Merit and Price:

It is understood by the parties submitting proposals that, to qualify, Bidders **must** meet all mandatory requirements as well as the minimum score identified for the point-rated criteria. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a weighting has been established whereby technical merit will be valued at **70%** of the bid and price at **30%**.

For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the price component to establish a total percentage score:

Technical: 70%

Price: 30%

Technical Score = $\frac{\text{Bidder's Points}}{\text{Maximum Points}} \times 70\%$

Cost Score = $\frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 30\%$

Total Score = Technical Score + Cost Score

The proposal will be awarded to **the highest total technical and price score**.

Note: The Bidder's Cost will be the Bidder's total evaluated price as identified box 9 identified in section 14.0 c) above.

16.0 AWARDING OF CONTRACT

One contract only will be awarded and it will be offered to the bidder whose proposal is selected by Industry Canada's assessment team based on the Contractor's Selection Method at Section 13.0 above. Once a contract is awarded, a Notification of Successful Bidder will be posted on the Government Electronic Tendering System. Unsuccessful bidders will not be contacted directly.

17.0 BASIS FOR OWNERSHIP OF INTELLECTUAL PROPERTY

17.1 When Crown owned

Industry Canada has determined that any intellectual property arising from the performance of the work under the contract will reside with the Crown,

- on the grounds that the main purpose of the contract or of the deliverables will be generating knowledge and information for public dissemination.

Annex A
Security Requirement Checklist
(see below)

RECEIVED
MAY 18 2016



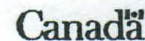
Contract Number / Numéro du contrat
RFP IC 401574
Security Classification / Classification de sécurité

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 ISED	2. Branch or Directorate / Direction générale ou Direction Strategic Policy Sector (SPS)	
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 ISED requires services to maintain and further develop the Community Information Database (CID) and the connected website. This includes site hosting and maintenance as well as the addition of datasets.		
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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
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



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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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 CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL			A	B	C				
Information / Assets / Renseignements / Biens / Production		X															
IT Media / Support IT / IT Link / Lien électronique		X															

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

PART III - CERTIFICATIONS

1.0 Certification Requirements of this RFP:

Note to Bidders: The following certification requirements apply to this Request for Proposal. Bidders are requested to complete these certifications by filling in the appropriate spaces below and to include them with their proposal. No contract will be awarded until all certifications have been duly signed.

(Note: 1.4 is to be included only if requirement exceeds \$200,000)

1.1 ACCEPTANCE OF CONDITIONS.

"We hereby offer to sell and/or supply to Canada, under the terms and conditions set out herein, the services listed herein."

Signature

1.2 VERIFICATION OF PERSONNEL

"We hereby certify that all the information provided in all attached curricula vitae, back-up(s) included, has been verified by us to be true and accurate. Furthermore, we hereby certify that, should we be awarded a contract and unless the Industry Canada Contracting Authority is notified in writing to the contrary, and is in agreement, the personnel offered in our proposal shall be available to perform the tasks described herein, as and when required by the Project Authority."

Signature

1.3 FORMER PUBLIC SERVANTS (FPS):

Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both.

For the purposes of this solicitation, a former public servant is defined as:

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

Please check in the appropriate box:

- Not a former public servant in receipt of either a lump sum payment or a pension, or both
- Former public servant in receipt of a lump sum payment (under the Work Force Reduction Programs
Date of termination of employment as a Public Servant:
- Former public servant in receipt of a pension

Signature

1.4 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

The Federal Contractors Program for Employment Equity (FCP EE) requires that Canadian organizations bidding for federal government contracts, \$200,000.00 and over, make a formal commitment to implement employment equity, as a pre-condition to the validation of their bids. Under no circumstance will a contract be awarded to an organization that does not comply with the requirements of the FCP EE, unless it is exempt from the Program.

Notes: Signature of Chief Executive Officer or equivalent required under a) or b) below.

a) The Program requirements do not apply to organizations which:

() Have fewer than 100 permanent part-time and/or full time employees across Canada **or**;

() Are a federally regulated employer

() Are not Canadian-based bidders

(Please check the appropriate item above if applicable)

Signature of Executive Officer or Equivalent

b) If the bidder's organization does not fall within the parameters of items above, the program requirements do apply and, as such the bidder is required to submit a duly signed Certificate of Commitment as referenced below, or its Certificate number (**if one already exists**) confirming its adherence to the program.