



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des soumissions
- TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Business Management and Consulting Services
Division / Division des services de gestion des affaires
et de consultation
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet RESOURCE ALIGNMENT REVIEW OF SSC	
Solicitation No. - N° de l'invitation 24062-170040/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 24062-170040	Date 2016-06-30
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-423-30269	
File No. - N° de dossier 423zg.24062-170040	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-20	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lavergne, Ivan	Buyer Id - Id de l'acheteur 423zg
Telephone No. - N° de téléphone (873) 469-3959 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

Amendment 002

This solicitation amendment 002 is raised to answer Bidder's questions and to modify the Request for Proposal 24062-170040.

Modifications to the RFP

1. In the Attachment 1 to Part 3, Pricing Schedule

Delete: 1.2. PROFESSIONAL FEES – Expert Panel in its entirety

Replace by: 1.2. PROFESSIONAL FEES – Expert Panel

1.2 PROFESSIONAL FEES – Expert Panel

The Bidder must propose an Expert Panel to perform the work as detailed in the Statement of work. The Panel must include from 3 to 5 members who must not be currently employed by the Bidder, including the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors. For evaluation purposes only, Canada will evaluate the firm all-inclusive Individual Daily rate for only 3 members by multiplying sub-total "C" below by three.

INITIAL CONTRACT PERIOD – EXPERT PANEL				
(FROM CONTRACT AWARD DATE TO MARCH 31, 2017)				
	NAME OF RESOURCES	QUOTED firm all-inclusive Individual Daily rate (In Cdn \$)	Volumetric Data (estimated no. of days)	FIRM ALL-INCLUSIVE DAILY RATES (in \$CDN)
		A	B	C = (A*B) *3
2.1	Expert Panel Resource(s) Senior Executives	\$ _____	8	\$ _____
Evaluated Price for Expert Panel (Taxes extra):				
Evaluated Price for Review Team (Taxes extra):				
Total Evaluated Price for initial Contract Period (Taxes extra):				
Daily rates for the members of the Expert Panel must equal or exceed the lowest submitted daily rate.				

OPTIONS: PERIODIC HEALTH AND OTHER REVIEWS						
		PERIODIC HEALTH REVIEW (INITIAL CONTRACT PERIOD)		OTHER REVIEWS (OPTION PERIOD from April 1, 2017 to March 31, 2018)		
	NAME OF RESOURCES	QUOTED firm all-inclusive Daily rates (In Cdn \$)	Volumetric Data (estimated no. of days)	QUOTED firm all-inclusive Daily rates (In Cdn \$)	Volumetric Data (estimated no. of days)	FIRM ALL-INCLUSIVE DAILY RATES (in \$CDN (E))
		A	B	C	D	E = (A*B) + (C*D)
3.1	Project Leader and back-up	\$ _____	5	\$ _____	10	\$ _____
3.2	Organization and change Consultant	\$ _____	5	\$ _____	5	\$ _____
3.3	Risk Management/Quality Assurance Specialist	\$ _____	5	\$ _____	5	\$ _____
3.4	Financial Specialist	\$ _____	5	\$ _____	5	\$ _____
3.5	Expert panel	\$ _____	1	\$ _____	2	\$ _____
Total Evaluated Price for Options (Taxes extra):				\$ _____		
Daily rates for the members of the Expert Panel must equal or exceed the lowest submitted daily rate.						

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

3. In the Attachment 1 to Part 4, Technical Criteria

Delete: Point Rated Technical Criteria in its entirety

Replace by: Point Rated Technical Criteria

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The bidder must clearly demonstrate how the proposal meets the stated requirements. Point-Rated technical criteria not addressed will be given a score of zero. Bids not meeting the required minimum of points of 65 will be declared non-responsive and will not be evaluated financially.

Item	Rated Requirements	Criteria Scoring	Maximum Score	Demonstrated Compliance
R1	Expert Panel Experience:		<i>A maximum of 35 points is available for R1.</i> <i>A minimum score of 25 points is required.</i>	
	R1-A: Demonstrated Senior Executive Experience:	For each stated experience submitted for R1-A, the technical bid must include the names of the proposed panel members.	<i>A maximum of 20 points will be awarded for demonstration of the panel's combined experience.</i>	

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

R1-A1: In leading (being accountable for) and delivering large-scale IT transformations.	<p>R1-A1 Instructions: In the technical bid, the Bidder must demonstrate the suitability of the proposed panel members by submitting:</p> <ul style="list-style-type: none">• A profile of the individual proposed describing the transformation projects on which they acquired experience qualifying their proposed membership on the expert panel;• A description and timeframe of each large-scale transformation project shown as (Month/year to Month/year)	<i>Bidders will either receive 7 points for combined experience between 5 to 10 years or 14 points for combined experience above 10 years.</i>	
R1-A2: With large-scale IT transformations from a non-IT background (e.g. business management, risk management, financial management).	<p>R1-A2 Instructions: In the technical bid, the Bidder must demonstrate the suitability of the proposed panel members by submitting:</p> <ul style="list-style-type: none">• A profile of the individual proposed describing the transformation projects on which they acquired experience qualifying their proposed membership on the expert panel;• A description and timeframe of each large-scale transformation project shown as (Month/year to Month/year)	<i>Bidders will receive 1 point for each year of combined experience over 10 years, to a maximum of 6 points.</i>	
R1-B: Proposed Panel Member Demonstrated Experience in:	Additional points will be awarded for panel members who have shown thought leadership through leading and delivering large-scale IT transformations using an innovative* approach. For each of the following three (3) components, the Bidder must describe the involvement of the proposed panel members.	Up to an additional 15 points will be awarded.	

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

R1-B1: Generating new ideas and methods for completing large-scale IT transformations.	R1-B1 Instructions: In the technical bid, the Bidder must provide transformation projects experience on which innovative ideas were used and explain why it was innovative. The Bidder must identify which group*** the innovation falls within and why.	1 point for each innovative idea, to a maximum of 2 points per panel member. A maximum of 5 points for R1-B1.
R1-B2: Implementing innovative solutions that have garnered at least 10% efficiencies as part of a large-scale IT transformation they led.	R1-B2 Instructions: The Bidder must demonstrate what the new idea or method was, why it was innovative and how its deployment was successful. The Bidder must provide the efficiency indicator(s) and demonstrate it was achieved over an established baseline.	1 point for each innovative idea which generated at least 10% efficiencies as part of a large scale IT transformation, a maximum of 2 points per panel member. A maximum of 5 points for R1-B2.
R1-B3: Creating a culture of service excellence as part of a large-scale IT transformation. Service Excellence is defined by a greater than 25% improvement in at least two of the following three criteria: <ul style="list-style-type: none">- customer satisfaction,- average resolution time, or- employee productivity	R1-B3 Instructions: The bidder must demonstrate that the >25% improvement was achieved over an established baseline. The Bidder must support each proposed transformation project by providing supporting materials including, but not limited to: customer satisfaction surveys, published articles, white papers, internal reports.	1 point for each example, a maximum of 2 points per panel member. A maximum of 5 points for R1-B3.
*Innovative as defined by the Conference Board of Canada: the process through which economic and social value is extracted from knowledge through the generation, development, and implementation of ideas to produce new or improved strategies, capabilities, products, services, or processes.		

	<p>An idea will be identified as Innovative if the bidder can demonstrate that the idea was new to the sector where the innovation was applied. For example, if it had never been done in the financial sector before, but had been completed in another sector, like manufacturing, it will be counted as innovative.</p> <p>**Innovation Group.</p> <p>The Conference Board of Canada Categorizes innovation into 4 Innovation Groups. The bidder must demonstrate which group the innovation falls within and why.</p> <ul style="list-style-type: none">• Radical Change to Products and Services <p>Product Examples: Polaroid camera, laptop computer, Windows operating system, ATM machine</p> <p>Service Examples: The Internet, IBM one-stop tech service model, online shopping.</p> <ul style="list-style-type: none">• Radical Change to Process <p>Examples: Assembly line automobile production, Lean Manufacturing, a process for greatly reducing waste, Six Sigma, a process for radically reducing error rates.</p> <ul style="list-style-type: none">• Incremental Improvement to Products or Services <p>Product Examples: Microsoft's Windows 7, Apple's second generation iPad</p> <p>Service Examples: Online registration systems for post-secondary education courses, The spa as a one-stop source of beauty care, same-day dry cleaning.</p> <ul style="list-style-type: none">• Incremental Improvement to Services. <p>Examples: Reducing water usage in the production of food, "De-layering" management levels to bring decision-makers closer to operations and customers</p>			
R2	<table><tr><td><p>Team of Resources</p><p>The CV of each of the proposed resources should include work experience in the form of specific projects that demonstrates the suitability of the proposed resource for their identified role in the proposed team.</p><p>For each project, the Bidder should provide:</p><ul style="list-style-type: none">• details as to where, when, and how the stated experience was obtained;• company or organization name and client contact information;• project name, project duration (from-to dates)</td><td><p>20 points maximum will be awarded for demonstration that the core team have each of the following:</p><ul style="list-style-type: none">• number of projects led and completed (i.e. end –to-end) by the Project Leader and back-up for reviews of this nature and scope <i>1 point for each project, to a maximum of 6 points</i>• number of projects led and completed (i.e. end –to-end) by the Project Leader and back-up for IT-related reviews of this nature and scope <i>1 point for each project, to a maximum of 6 points</i>• relevant experience of remainder of resources proposed for Independent Review Team of this nature and scope</td><td><p>Maximum score is 20 points.</p><p>Only bidders scoring a minimum of 14 points will be considered.</p></td></tr></table>	<p>Team of Resources</p> <p>The CV of each of the proposed resources should include work experience in the form of specific projects that demonstrates the suitability of the proposed resource for their identified role in the proposed team.</p> <p>For each project, the Bidder should provide:</p> <ul style="list-style-type: none">• details as to where, when, and how the stated experience was obtained;• company or organization name and client contact information;• project name, project duration (from-to dates)	<p>20 points maximum will be awarded for demonstration that the core team have each of the following:</p> <ul style="list-style-type: none">• number of projects led and completed (i.e. end –to-end) by the Project Leader and back-up for reviews of this nature and scope <i>1 point for each project, to a maximum of 6 points</i>• number of projects led and completed (i.e. end –to-end) by the Project Leader and back-up for IT-related reviews of this nature and scope <i>1 point for each project, to a maximum of 6 points</i>• relevant experience of remainder of resources proposed for Independent Review Team of this nature and scope	<p>Maximum score is 20 points.</p> <p>Only bidders scoring a minimum of 14 points will be considered.</p>
<p>Team of Resources</p> <p>The CV of each of the proposed resources should include work experience in the form of specific projects that demonstrates the suitability of the proposed resource for their identified role in the proposed team.</p> <p>For each project, the Bidder should provide:</p> <ul style="list-style-type: none">• details as to where, when, and how the stated experience was obtained;• company or organization name and client contact information;• project name, project duration (from-to dates)	<p>20 points maximum will be awarded for demonstration that the core team have each of the following:</p> <ul style="list-style-type: none">• number of projects led and completed (i.e. end –to-end) by the Project Leader and back-up for reviews of this nature and scope <i>1 point for each project, to a maximum of 6 points</i>• number of projects led and completed (i.e. end –to-end) by the Project Leader and back-up for IT-related reviews of this nature and scope <i>1 point for each project, to a maximum of 6 points</i>• relevant experience of remainder of resources proposed for Independent Review Team of this nature and scope	<p>Maximum score is 20 points.</p> <p>Only bidders scoring a minimum of 14 points will be considered.</p>		

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

		1 point for each project, to a maximum of 8 points.		
Item	Rated Requirements	Criteria Scoring	Maximum Score	Demonstrated Compliance
R3	A Methodology and Work Plan, which includes the following areas: <ul style="list-style-type: none">- Methodology- Data Management- Risk Management and Quality Management- Project Plan	Methodology: <p>In the technical bid, the Bidder's proposed methodology must demonstrate how they incorporate best practices and lessons learned from their past experience conducting reviews of this scope. The Bidder's plan must demonstrate adaptability in their approach to working with multiple stakeholders (e.g. senior-level executives, Expert Panel members), and examples are provided. <i>Up to 10 points.</i></p> Data Management: <p>In the technical bid, the Bidder must outline their data management plan, including access to an extensive repository of experiences and analysis or knowledge databases or experts, and lessons learned on IT transformations and IT shared services consolidation. <i>Up to 15 points.</i></p> Risk Management and Quality Management: <p>In the technical bid, the Bidder must demonstrate the inclusion of quality control measures and should provide the Contracting Authority with a quality management plan for this Review. The Bidder should demonstrate its methodology and tools for identifying and assessing risks and how risk control action will be developed and implemented. <i>Up to 5 points.</i></p> Project Plan: <p>In the technical bid, the Bidder must provide a preliminary project management plan in line with the timelines described in the SOW. <i>Up to 5 points.</i></p>	<p>Maximum score is 35 points.</p> <p>Only bidders scoring a minimum of 26 points will be considered</p>	

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

Item	Rated Requirements	Criteria Scoring	Maximum Score	Demonstrated Compliance
		Each of the four sections listed above will be evaluated according to the scores adjacent. The results of each rated subsection will be summed for the total points out of 35.		
	<p>Each component of the Methodology and Work Plan (R3), submitted by the Bidders, will be evaluated against the following grid.</p> <p>100% The Methodology and Work Plan has been adapted for and addresses the GC context and demonstrates a thorough, complete, and well-presented document with clear details including well-established and proven approaches; adaptability in working with multiple stakeholders; a clear strategy to leverage industry knowledge, access to expert analysis or analysts on enterprise IT transformations; clearly identified risks with impacts, probability and mitigation strategies; a comprehensive quality management plan; a detailed schedule with tasks assigned to identified resources, communication plan, financial management plan, resource and procurement plan; and examples are provided.</p> <p>80% The Methodology and Work Plan demonstrates a thorough, complete, and well-presented document with clear details including well-established and proven approaches; adaptability in working with multiple stakeholders; a clear strategy to leverage industry knowledge, access to expert analysis or analysts on enterprise IT transformations; clearly identified risks with impacts, probability and mitigation strategies; a comprehensive quality management plan; a detailed schedule with tasks assigned to identified resources, communication plan, financial management plan, resource and procurement plan; and examples are provided.</p> <p>60% The Methodology and Work Plan demonstrates a well-presented document with details including proven approaches; adaptability in working with multiple stakeholders; a data management strategy; clearly identified risks with mitigation strategies; a quality management plan; tasks assigned to identified resources, a communication plan, a financial management plan, a resource and procurement plan; and examples are provided.</p> <p>40% The Methodology and Work Plan demonstrates a document with half the details requiring further clarification; a data management strategy; identified risks and mitigation strategies; a quality management plan; tasks and assignment to resources, a communication plan, a financial management plan, a resource and procurement plan.</p> <p>20% The Methodology and Work Plan demonstrates a document with more than half of the details requiring further clarification; a data management strategy; identified risks and mitigation strategies; a quality management plan; tasks and assignment to resources, a communication plan, a financial management plan, a resource and procurement plan.</p>			

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

Bid Selection Methodology

Bids deemed to have met all mandatory criteria and achieved the minimum points indicated for each of the rated requirements may be considered for contract award purposes. Among those, the contract may be awarded to the bid with the highest total points.

4. In Annex A, Statement of Work

Delete: 8. Location of Work in its entirety

Replace by: 8. Location of Work

The work will be done in the National Capital Region (NCR). However, should Canada asks the Contractor to travel in Canada, Canada will pay for it at the discretion of the Project Authority (PA). All travel fees must be pre-approved by the PA and such charges will be allowed. The Contractor must be responsible for their own cost of travel between the Contractor's place of business and the Client's offices in the NCR. Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations. The bidder must include Travels cost within their pricing bid.

5. In Annex A, Statement of Work

Delete: Annex B – Categories of resources for optional periodic health review and other reviews in its entirety

Replace by:

ANNEX B - CATEGORIES OF RESOURCES FOR OPTIONAL PERIODIC HEALTH REVIEW AND OTHER REVIEWS

The expertise described below is needed on an as required basis.

Work Streams	Categories of Resources	Level of Expertise	Estimated Number Required
Expert Panel	Senior Executive	Senior	1
Review Team	Project Leader	Senior	1
	Organization Development Consultant	Senior	1
	Risk Management/ Quality Assurance Specialist	Senior	1
	Financial Specialist	Senior	1

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

DESCRIPTIONS OF CATEGORIES

The following subsections describe the categories of resources anticipated and outline the basic responsibilities for each.

Senior Executive – Expert Panel

The required services may include, but are not limited to the following:

1. Assessing, challenging, and enhancing the Independent Review Team's work plan, methodology, and timelines;
2. Orienting, validating, challenging and enhancing the deliverables produced by the Review Team; and
3. Presenting findings, status and other relevant matters to the Project Authority or senior government leaders, as required.

Project Leader/Executive – Review Team

The required services may include, but are not limited to the following:

1. Developing the review plan, monitoring progress and ensuring adherence to the plan;
2. Assessing the organization's capacity/capability to undertake and successfully deliver on its mandate and program of work in the context of the overall program or portfolio program or portfolio priorities through strategic planning;
3. Meeting with organizational executives and key stakeholders to ensure all organizational (internal and external) stakeholders are committed to moving forward on the project;
4. Developing solutions and implementing recommendations;
5. Preparing and presenting findings, status and other relevant matters;
6. Developing alternative strategies and identifying their administrative, economic, and technical feasibility and practicality; and associated policy and organizational change requirements;
7. Advising on a range of issues affecting the organization's ability to achieve the project's business objectives; and
8. Updating and providing briefings to senior management on progress and concerns of the project.

Organization Development Consultant - Review Team

The required services may include, but are not limited to the following:

1. Advising Senior Management on a range of issues affecting the organization's ability to achieve a program or project's objectives;
2. Defining potential organizational changes and improvements based on an organization's strategy and values;
3. Conducting reviews and developing implementation strategies;
4. Conducting organizational health assessment and development of strategy and its implementation.

Risk Management /Quality Assurance Specialist – Review Team

The required services may include, but are not limited to the following:

1. Conducting risk assessments and evaluating potential risk and losses;
2. Identifying project and procurement risks;
3. Recommending alternative solutions, methodologies and strategies for risk mitigation and management;

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

4. Assisting in prioritization and assignment of risks;
5. Liaising with and interviewing stakeholders, as required, to obtain, clarify and exchange information, in-order to co-ordinate and manage the Risk Assessment Process;
6. Identifying, confirming and documenting the risk tolerance for the process, project, program, or strategic risk and using this tolerance to guide all analysis, assessment and recommendations undertaken or produced;
7. Identifying relevant risks and opportunities (including, but not limited to, economic, political, operational, legal, reputation, technical, organizational, accounting, banking and social risks) that threaten the objectives and priorities;
8. Utilizing both quantitative and qualitative techniques to assess the likelihood that a risk event will occur; and the impact if the risk event occurs;
9. Providing advice with respect to risk management best practices and providing guidance and direction to assist in managing risk.
10. Contributing to the development and implementation of an integrated approach to quality, risk and performance management for the organization;
11. Developing and evaluating policies, procedures, standards, initiatives, metrics, forms and tools for a quality management system;
12. Providing leadership and support to the design, implementation and evaluation of performance/quality measurements of products and services (Program assessment/ranking and reporting, performance measurement capacity building, business performance/excellence);

Financial Specialist – Review Team

The required services may include, but are not limited to the following:

1. Evaluating financial management procedures;
2. Conducting cost benefit analysis and life cycle costing (Cost and estimate Management);
3. Identifying an organization's financial and non-financial objectives so as to improve its performance, determining whether those objectives are being effectively achieved;
4. Developing and modifying business cases and financial plans for the future.

6. Annex B, Basis of Payment

Delete: Annex B in its entirety

Replace by:

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From Contract award to March 31, 2017)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 PROFESSIONAL FEES

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

The Contractor will be paid Firm all-inclusive daily rates as follows:

NAME OF RESOURCES	FIRM ALL-INCLUSIVE DAILY RATES (in \$CDN)
Project Leader and back-up _____ (Name - Leader) _____ (Name - Back-up)	 \$ _____
Organization and Change Consultant _____ (Name)	 \$ _____
Business Architect _____ (Name)	 \$ _____
Risk Management / Quality Assurance Specialist _____ (Name)	 \$ _____
Financial Specialist _____ (Name)	 \$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees: \$ _____ (insert amount at contract award)

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in section 8. Location of work in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

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

All travel must have the prior authorization of the _____ Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$_____ (insert amount at contract award)

2.2 Subcontracts

The Contractor will be reimbursed the expenses for subcontracts it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of a copy of the invoice (supported by receipt vouchers (as applicable)) the contractor received from the subcontractor.

EXPERT PANEL RESOURCES	FIRM ALL-INCLUSIVE DAILY RATES (in \$CDN)
Expert Panel Resource(s) Senior Executives 1. _____ (Name) 2. _____ (Name) 3. _____ (Name) 4. _____ (Name) 5. _____ (Name)	\$ _____

Total Estimated Cost of Subcontracts: \$_____ (insert amount at contract award)

3.0 PERIODIC HEALTH REVIEW (INITIAL CONTRACT PERIOD)

At the option of the Project Authority and as a separate task authorization, during the Initial Contract period, the Contractor may advise the Project Authority on SSC's progress towards achieving SSC's transformation plan's milestones and deliverables.

The Contractor will be paid Firm all-inclusive daily rates as follows:

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

NAME OF RESOURCES	FIRM ALL-INCLUSIVE DAILY RATES (in \$CDN)
Project Leader and back-up _____ (Name - Leader) _____ (Name - Back-up)	 \$ _____
Organization and Change Consultant _____ (Name)	 \$ _____
Risk Management / Quality Assurance Specialist _____ (Name)	 \$ _____
Financial Specialist _____ (Name)	 \$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

4.0 Total Estimated Cost- Contract Period: \$ _____ (insert amount at contract award)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.1.3 of the Contract.

B- Option to Extend the Term of the Contract

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

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

B-1 Extended Contract Period

1.0 PROFESSIONAL FEES – OPTION PERIOD (FROM APRIL 01, 2017 TO MARCH 31, 2018)

The Contractor will be paid Firm all-inclusive daily rates as follows:

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

NAME OF RESOURCES	FIRM ALL-INCLUSIVE DAILY RATES (in \$CDN)
Project Leader and back-up _____ (Name - Leader) _____ (Name - Back-up)	 \$ _____
Organization and Change Consultant _____ (Name)	 \$ _____
Risk Management / Quality Assurance Specialist _____ (Name)	 \$ _____
Financial Specialist _____ (Name)	 \$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees – Option Period: \$ _____ (insert amount at contract award)

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in section 8. Location of work in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

All travel must have the prior authorization of the _____ Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$ _____ (insert amount at contract award)

2.2 Subcontracts

The Contractor will be reimbursed the expenses for subcontracts it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of a copy of the invoice (supported by receipt vouchers (as applicable)) the contractor received from the subcontractor.

EXPERT PANEL RESOURCES	FIRM ALL-INCLUSIVE DAILY RATES (in \$CDN)
Expert Panel Resource(s) Senior Executives 1. _____ (Name) 2. _____ (Name) 3. _____ (Name) 4. _____ (Name) 5. _____ (Name)	\$ _____

Total Estimated Cost of Subcontracts: \$ _____ (insert amount at contract award)

3.0 Total Estimated Cost- Option Period: \$ _____ (insert amount at contract award)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the _____ Limitation of Expenditure specified in clause 7.6.1.3 of the Contract.

N° de l'invitation - Solicitation No.
24062-170040/A

N° de la modif - Amd. No.
002

Id de l'acheteur - Buyer ID
423zg

N° de réf. du client - Client Ref. No.
24062-170040

File No. - N° du dossier
423zg/24062-170040

N° CCC / CCC No./ N° VME - FMS

7. Annex C, Security Requirements check list (SRCL)

Delete: Annex C, SRCL in its entirety

Replace by: insert new SRCL dated 29 June 2016

Resources Alignment Review of Shared Services Canada - Questions from bidders

QUESTIONS	ANSWERS
1. Team evaluation - How will core team members be evaluated?	The Review Team will be evaluated in accordance with the criteria, as described, under Mandatory Requirement M2 (on page 19) and Rated Requirement R2 (on page 22) of the RFP.
2. Approach evaluation - How will the approach be evaluated?	The bidder's approach will be evaluated in accordance with the criteria, as stated, in Attachment 1 to Part 4, Technical Criteria, Rated Requirement R3.
3. Independence - Will vendors with a substantial business relationship with SSC be permitted to bid? An independent assessment of SSC performance would be impossible if the vendor has had a substantive role that has contributed to SSC strategy, architecture, legacy operations of their transformation agenda.	Canada refers to Page 40 of the RFP, "the Contractor must convene a panel of prominent IT professionals (Expert Panel) to provide direction on the Independent Review by identifying key areas of focus, challenging and enhancing the Contractor's findings and deliverables." GC also refers to pages 41, 49 and 19 of the RFP, the latter of which states that the members of the Expert Panel must not be currently employed by the Bidder.
4. Security clearance – Clarify the requirements for vendors.	<p>For this contract, Canada is modifying the Security requirement for the Expert Panel members from Secret Level to Reliability Level. The Security requirement for the Core Review Team and the Firm remain at the Secret Level.</p> <p>Modifications to Sections <u>6.1 Security Requirement</u> and <u>7.3 Security Requirement</u> of the RFP will be published in a subsequent RFP Amendment.</p>
5. The Crown defines a large-scale IT project as “* A large-scale IT project is defined as a project in government or industry valued at over \$100M.” Would the assessment of a \$1B outsourcing engagement qualify?	Yes, this would be acceptable.
6. Is the winning firm conflicted out from any downstream opportunities that may arise from the results of the Resource Alignment Review of Shared Services Canada (SSC), either with TBS or SSC?	No, Canada does not see any conflicts for any downstream opportunities in the future.
7. Given a number of firms are currently or have been providing SSC with strategic advice and guidance related to the delivery of modernizing IT, organization alignment, and infrastructure services,	No, Canada is not prohibiting any firms from bidding on this contract.

Resources Alignment Review of Shared Services Canada - Questions from bidders

QUESTIONS	ANSWERS
is it reasonable to assume they will be prohibited from bidding to ensure TBS receives a fresh and unbiased review?	
8. Will the successful bidder be restricted or prohibited for bidding any future staffing requirements or Projects from SSC?	Please see answer to question 6.
9. TBS is seeking an independent review of SSC which will inform the Government of Canada's way forward for the delivery of modernized IT infrastructure Services. We request clarification and a definition of "independence" given that: i) SSC has engaged service providers including systems integrators, consultants and staff augmentation firms to deliver current capabilities and advise on future plans ii) Over the duration (first year and potential optional year) of the independent review SSC is expected to seek services to deliver on various initiatives.	Please see answer to question 3.
10. TBS seeks an expert panel of 3-5 senior-level executives with a combination of public and private sector experiences from an IT and non-IT background, as well as Canadian and international experience. To provide TBS with an Expert Panel with truly international experience we request clarification to confirm the security requirements for the Expert Panel. E.g. will the expert panel resources require access to classified information and therefore require Secret level security?	Please see answer to question 4.
11. We request the Crown to clarify the Security clearance requirements of the team members and the expert panel.	Please see answer to question 4.
12. How are the transitions being planned, grouped and prioritized?	In an effort to provide you an answer, Canada would like to have further clarification on this question.
13. The focus of the review is on the Infrastructure ... is there a possibility there will be a task for the "Business Value" review to be performed by the partner departments, so that the partner department is not just trying to blindly move the applications?	For more clarity, please see Annex A, Statement of Work.
14. Will there be a migration factory process to migrate similar applications and databases?	For more clarity, please see Annex A, Statement of Work.

Resources Alignment Review of Shared Services Canada - Questions from bidders

QUESTIONS	ANSWERS
15. Will there be recruitment of or incentives to SMEs (Small & Medium Enterprises) to engage in the process? The Matthew Hancock story from the Government of the UK is about the 400 days project to convert the 25 top front facing applications. They added SMEs to get the talent and agility to the project. Links for the references can be supplied.	The RFP is open to all companies that can meet the requirements. Companies can choose to bid on their own or through joint ventures, as stated on page 14 of the RFP.
16. The Workload Intake Form (WIF) is too complicated and needs to be streamlined. Is this process documented so that partner departments or their contractors can learn about the details?	For more clarity, please see Annex A, Statement of Work.
17. Will there be a reception center in SSC where experienced persons can walk the partner representatives through the process. This will reduce confusion and stress that will streamline the process.	For more clarity, please see Annex A, Statement of Work.
18. Will there be a focus to the key Applications and digitize access to the citizens? “Digital advocates” in each department was one of the success factors of the Matthew Hancock story.	For more clarity, please see Annex A, Statement of Work.
19. Will there be a triaging of the applications and a streamlining process by application development toolsets and limited types of database management systems.	For more clarity, please see Annex A, Statement of Work.
20. Will SSC build, manage and maintain the infrastructure while the Partners will maintain the Applications and Databases Will there be a balance between SSC and the Partners for human resources – how will operations be handled?	For more clarity, please see Annex A, Statement of Work.
21. SSCs goals to close data centers has not been very effective. What are the new goals to be?	For more clarity, please see Annex A, Statement of Work.
22. Security Requirements: The RFP suggests that, where necessary, those resources requiring access to Protected information be cleared to the Secret level. This suggests that the Bidder can propose which resources would require protected information to complete their work and then ensure that they are cleared at the right level. This is a flexible approach. However, the SRCL included has checked 10b as a NO, which indicates that NO resources who are not cleared may participate in the work. This limits the depth	Please see answer to question 4.

Resources Alignment Review of Shared Services Canada - Questions from bidders

QUESTIONS	ANSWERS
and breadth of the resources the Crown may have access to to complete the work, particularly as it relates to the Expert Panel. Would the crown consider checking box 10b on the SRCL to a Yes and preserve the intent that only those resources requiring access to protected information require Clearance?	
23. Can a bidder propose a panel member at a zero dollar rate?	As indicated in the Pricing Schedule (Attachment 1 to Part 3, Pricing Schedule) of the RFP, bidders must submit firm all-inclusive daily rates for the Review Team and members of the Expert Panel. Rates for the members of the Expert Panel must equal or exceed the lowest submitted daily rate.
24. Can the Crown elaborate on the Backup for Project Lead? For example, can the Backup share in the 80 days estimated for Project Leadership? Or is the backup literally a backup that, should the main Project Lead proposed not be available a backup is identified?	Please note that the back-up Project Leader must only be used if the main Project Leader is no longer available as a resource to complete the tasks described in the contract.
25. Terms and Conditions: Will the crown be open to reasonable negotiations on terms and conditions (i.e. Unlimited Liability?)	Bidders may raise comments and questions during this solicitation process. However, Canada will not negotiate or modify any terms and conditions after the bid closing date.
26. Evaluation: R2 implies that the 4 resources not identified as the Project Lead collectively can achieve 8 points. Can the Crown clarify, for example, that this could imply that 3 of the 4 resources have no project experience worthy of a point but the 4th resource has 8 relevant projects and therefore the team can maximize their score?	Canada recognizes that this is a possible scoring scenario. Senior is defined as either having a University Degree (PhD, Graduate, Undergraduate) and 10 years of experience, or a relevant professional certification and 15 years of experience. – Further clarification will be provided in a future RFP Amendment.
27. Evaluation: Can the Crown articulate the schedule for evaluation? And desired start date?	Canada has a team strategy ready in place following week of the closing date. Canada estimates that the Technical Evaluation be conducted within 2-3 weeks, depending on the number of bids received. The start date is of course as soon as possible and Canada will do anything in control to achieve the target date of mid-august. We are on a tight timeline.
BC-01. Security: - Our clearances from other countries are acceptable, e.g. U.S., U.K. Govt? – Do	Please see answer to question 4.

Resources Alignment Review of Shared Services Canada - Questions from bidders

QUESTIONS	ANSWERS
all proposed team members require clearance, i.e. Panel members required?	
BC-02. Different industry partnerships may offer different benefits to TBS – capabilities and experience. Would TBS consider a company participating in multiple bids (as part of bidding team)?	The RFP is open to all bidders who can meet the requirements. Bidders may choose to submit their own bid or by the way of a joint venture, as stated at Section 4.1.1.1 of the RFP.
BC-03. Security: Please confirm that security clearance only applies to the contractors with access to sensitive information. A much wider choice of expert panel members will be available if an NDA structure used instead for expert panel members (greater global experience benefits TBS & SSC).	Please see answer to question 4.
BC-04. Security: What security clearance levels are required by – expert panel individuals, consultants, organizations submitting as a whole?	Please see answer to question 4.
BC-05. Security: What are the security clearances required for the expert panel? For the proposed team? Can security clearances be transferred from NATO countries?	Please see answer to question 4.
BC-06. Is it expected that the expert panel and consulting team be resident in the National Capital Region?	No. Clarification: Assumed work will be done in the NCR. The bidder must include Travels cost within their pricing bid. However, should Canada asks the winning bidder to travel in Canada, Canada will pay for it at the discretion of the Project authority. All travel fees must be pre-approved by the PA and such charges will be allowed.
BC-07. With regards to the additional potential follow-up worth mentioned (e.g. additional “deep dives” potentially required). Will the winning bidder be excluded from competing for this additional work? Or will this additional work be added to the existing contract for the winning bidder?	The resulting Contract has an irrevocable option to extend the period of the contract by one (1) year period, in order to conduct a Periodic Health Review and Other Reviews, as required by TBS. This optional work is to be achieved by the winning bidder, if requested.
28. Security: <i>[Bidder referring to Page 29, 6.1 – Security Requirements, b. and c. says only individuals requiring access to classified or protected information, assets or sensitive work must meet the requirements. Source Bidder].</i> Regarding the review team, will the government accept some team members who do not have government security clearance?	Please see answer to question 4.

Resources Alignment Review of Shared Services Canada - Questions from bidders

QUESTIONS	ANSWERS
<p>29. Security: <i>[Bidder referring to Page 49, 9 Definitions The Expert Panel definition states they are engaged by the Contractor to review, challenge and enhance the findings.]</i></p> <p>Since the contractor cannot can't designate anything, the documents the expert panel will be reviewing won't be protected. Can the government confirm that expert panel members do not require government security clearance?</p>	<p>Please see answer to question 4.</p>
<p>30. Earlier in the meeting, it was identified that the expert panel requirement was created, in part, to address the issue that most firms qualified to complete this review will have had dealings with SSC and therefore would not be fully independent. Understanding that, there are firms who have made more significant contributions to the current SSC strategy, and therefore would be reviewing their own work or advice. What will be done to avoid awarding a contract to a firm in this position, and will the government consider demonstration of independence and objectivity of the bidder in assessing bids and awarding a contract?</p>	<p>Please see answer to question 3.</p>

All other terms and conditions remain unchanged.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

Protected B

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 **Treasury Board Secretariat** 2. Branch or Directorate / Direction générale ou Direction
Government Operations Sector

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

A review to inform the Government of Canada's way forward for the delivery of modernized IT infrastructure services.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No ☐ Yes
Non 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? ☒ No ☐ Yes
Non 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? ☐ No ☒ Yes
Non Oui
(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)

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. ☒ No ☐ Yes
Non 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? ☒ No ☐ Yes
Non 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 ☒ NATO / OTAN ☐ Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
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

Canada	NATO	Foreign
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 checked="" 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

Canada



Government
of Canada

Gouvernement
du Canada

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 ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Core Review Team and Firm to be Secret level, Expert Panel to have Reliability Status

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

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

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

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

☒ No
Non

☐ Yes
Oui

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

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

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

☒ No
Non

☐ Yes
Oui

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

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