



# REQUEST FOR STANDING OFFER (RFSO)

## Temporary Help – Finance and Procurement

Page 1 of 36

**Subject:**

For further details, please refer to the Statement of Work attached as **Annex A** of this document.

**Issue Date:**

July 6<sup>th</sup> 2016

**Closing Date and Time:**

August 17<sup>th</sup> 2016 @ 11:00am Eastern Time

**RFSO No:**

SEN 010 16/17

### SENATE INFORMATION

**Delivery address by mail:**

Only electronic submissions will be accepted.

**Delivery address by email:**

- [micah.ruest@sen.parl.gc.ca](mailto:micah.ruest@sen.parl.gc.ca)

**PLEASE MARK ALL CORRESPONDANCE WITH THE RFSO NUMBER INDICATED ABOVE.**

**Contact:**

Micah Ruest  
Contract Officer  
Finance and Procurement

**Telephone no:**

613-947-1932

**E-mail:**

micah.ruest@sen.parl.gc.ca

### OFFEROR SIGNATURE BLOCK

The Offeror offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out therefore.

The Offeror must have the legal capacity to contract. If the Offeror is a sole proprietorship, a partnership or a corporate body, the Offeror must provide, if requested by the Standing Offer Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Offerors submitting an offer as a joint venture.

Name of Firm:

Name of Representative:

Authorized Signature:

Date:

Position Title:

Email Address:

Telephone Number:

Fax Number:

GST Registration or Business Number:

# **Table of Contents**

## **PART 1 - GENERAL INFORMATION**

1. *Introduction*
2. *Summary*
3. *Debriefings*

## **PART 2 - OFFEROR INSTRUCTIONS**

1. *Prelude*
2. *Signature Requirement*
3. *Irrevocable Proposals*
4. *Cost Related to the Preparation of Proposal*
5. *Joint Venture*
6. *Inquiries and Communications*
7. *Provision of False or Incorrect Information*
8. *Price Justification*
9. *Conflict of Interest – Unfair Advantage*
10. *Funding Approvals*
11. *Applicable Laws*

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. *Offer Preparation Instructions*

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

1. *Evaluation Procedures*
2. *Mandatory Criteria*
3. *Point-Rated Technical Criteria*
4. *Offeror's Cost Proposal*
5. *Financial Evaluation*
6. *Basis of Selection*

## **PART 5 - CERTIFICATIONS**

1. *Mandatory Certifications Required With Offer*

## **PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

1. *Appropriate Law*

2. *Offer*
3. *Security Requirement*
4. *Period of the Standing Offer*
5. *Authorities*
6. *Call-up Instrument and Procedure*
7. *Withdrawal*
8. *Joint Venture*
9. *Confidentiality*
10. *Miscellaneous Restrictions*
11. *Subcontracts*
12. *Replacement of Specific Individuals*
13. *Priority of Documents*

**B. RESULTING CONTRACT CLAUSES**

1. *Appropriate Law*
2. *Period of the Contract*
3. *Interpretation*
4. *Assignment*
5. *Time is of the Essence*
6. *Indemnity Against Claims*
7. *Right to Inspection*
8. *Termination of Agreement*
9. *Warranties*
10. *Records to be Kept by the Contractor*
11. *Confidentiality*
12. *Rules and Regulations*
13. *Miscellaneous Restrictions*
14. *No Implied Obligations*
15. *Performance*
16. *Amendments to the Agreement*
17. *Ownership of Intellectual and Other Property Including Copyrights*
18. *Conflict of Interest*
19. *Discrimination and Harassment in the Workplace*

- 
20. *Sales Tax*
  21. *Basis of Payment*
  22. *Method of Payment*
  23. *Interest on Overdue Accounts*
  24. *Advertisement*
  25. *Entire Agreement*
  26. *Health and Safety*

**ANNEX A**

**STATEMENT OF WORK**

**APPENDIX A**

**BASIS OF PAYMENT**

**APPENDIX B**

**EVALUATION CRITERIA**

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The offer solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions, clauses and conditions applicable to the offer solicitation;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses.

The Annex includes the Statement of Work, and Appendices.

### 2. Summary

#### Single Standing Offer

The Senate of Canada (Senate) is seeking to establish a Standing Offer for the supply of temporary help resources to the Finance and Procurement Directorate (FinProc) for a period of 1 year from the date of standing offer award. The following resources categories will be required for this Standing Offer:

Resource Category	Category Level
Financial Specialist	Level 2
Procurement Specialist	Level 1
Procurement Specialist	Level 3
Finance Clerk	Level 2

### 3. Debriefings

Offerors may request a debriefing on the results of the offer solicitation process. Offerors should make the request to the Standing Offer Authority within 5 working days of receipt of the results of the offer solicitation process. The debriefing may be in writing, by telephone or in person.

---

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Prelude

- I. The Senate of Canada invites the submission of proposals for the provision of services as described in this document and in accordance with the stated mandatory requirements set forth in this Request for Standing Offers (RFSO).
- II. "Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an offer to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its subcontractors.

### 2. Signature Requirement

- I. The Chief Executive Officer or a designate that has been authorized to commit the Offeror to contracts must sign the RFSO.
- II. Failure to sign the cover page will result in the disqualification of the proposal.

### 3. Irrevocable Proposals

- I. Offers will remain open for acceptance for a period of not less than ninety (90) days from the closing date of the RFSO, unless specified otherwise in the offer solicitation.
- II. The Senate of Canada reserves the right to seek an extension of the offer validity period from all responsive Offerors in writing, within a minimum of three (3) days before the end of the offer validity period. If the extension is accepted by all responsive Offerors, the Senate of Canada will continue with the evaluation of the offer. If the extension is not accepted by all responsive Offeror, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the offers of those who have accepted the extension or cancel the solicitation.

### 4. Cost Related to the Preparation of Proposal

- I. No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a proposal in response to this RFSO.

### 5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to offer together on a requirement. Offerors who submit as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - a) the name of each member of the joint venture;
  - b) the Procurement Business Number of each member of the joint venture;
  - c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - d) the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the offer, the Offeror must provide the information on request from the Standing Offer Authority.
- III. The offer and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the offer solicitation and any resulting contract. If a contract is awarded to a joint venture, all members

of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

## 6. Inquiries and Communications

- I. The contact person for all inquiries and other communications in regard to this RFSO is stated on the cover page of this document. Any communication or inquiries must be directed ONLY to this person. Non-compliance with this condition for that reason alone will result in the disqualification of Offeror's proposal. Answers to all questions shall be posted on the Buy and Sell website.
- II. It is the responsibility of the Offeror to ensure that proposals are clear and complete. The Senate of Canada reserves the right to contact any Offeror during the evaluation of proposals to obtain clarifications.
- III. All enquiries regarding this RFSO must be received by e-mail at: [micah.ruest@sen.parl.gc.ca](mailto:micah.ruest@sen.parl.gc.ca) by the Standing Offer Authority noted below, no later than 5 calendar days before the RFSO closing date. Enquiries received after that time may not be answered.
- IV. To ensure the equality of information among Offerors, answers to enquiries which are relevant to the quality of proposals will be forwarded to all invited Offerors simultaneously without revealing the sources of the inquiry.

## 7. Provision of False or Incorrect Information

- I. The Senate of Canada will reject any proposals found to contain false, incorrect or misleading information. It is the responsibility of the Offeror to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

## 8. Price Justification

- I. In the event that the Offeror's proposal is the sole responsive offer received, the Offeror must provide, on the Senate of Canada's request, one or more of the following price justification:
  - a. a current published price list indicating the percentage discount available to the Senate; or
  - b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  - c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  - d. price or rate certifications; or
  - e. any other supporting documentation as requested by the Senate.

## 9. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, Offerors are advised that the Senate of Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in the Senate's opinion, give or appear to give the Offeror an unfair advantage.

- II. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
- III. Where the Senate intends to reject an offer under this section, the Standing Offer Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Standing Offer Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## **10. Funding Approvals**

- I. Offerors should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that the Offeror may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.

## **11. Applicable Laws**

- I. Any resulting Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- II. Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.



---

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offeror provide their proposals in separate documents as follows:

Section I: Technical Offer (1 soft copy)

Section II: Financial Offer (1 soft copy)

Section III: Certifications (1 soft copy)

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

#### Section I: Technical Offer

- I. In their technical offer, offerors should demonstrate their understanding of the requirements contained in the offer solicitation and explain how they will meet these requirements. Offerors should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- II. The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the offer solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.
- III. The Technical Offer must include a résumé for the initial proposed resources as identified in Part 4.2 and 4.3. The Technical Offer must demonstrate that the proposed resources meet the qualification requirements described.

#### Section II: Financial Offer

- I. Offerors must submit their financial offer, as per the elements described in Appendix A – Basis of Payment, in Canadian funds. The total amount of Applicable Taxes must be shown separately.
- II. The Appendix A – Basis of Payment will form the Annex B, Basis of Payment for the resulting Standing Offer.

#### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- I. Offers will be assessed in accordance with the entire requirement of the solicitation including the technical and financial evaluation criteria.
- II. An evaluation team composed of representatives of the Senate of Canada will evaluate the offers.
- III. The following is the proposed format for the Offeror's Technical Proposal. It is mandatory that the information listed in the proposed index be included in the Offeror's Technical Proposal.

Description	Page no.
<b><u>Mandatory Requirements:</u></b>	
<b>1.1</b>	
M1	
M2	
M3	
M4	
<b>1.2.1</b>	
M1	
M2	
M3	
M4	
<b>1.2.3</b>	
M1	
M2	
M3	
M4	
<b>1.2.4</b>	
M1	
M2	
M3	
M4	

Description	Page no.
<b><u>Rated Requirements:</u></b>	
2.1	
R1	
2.2.1	
R1	
R2	
R3	
R4	
2.2.3	
R1	
2.2.4	
R1	
R2	

## 2. Mandatory Criteria

- I. Offerors must ensure full compliance with the mandatory requirements to be considered responsive.
- II. Where indicated, Offerors must provide an explanation that clearly demonstrates full compliance with mandatory requirements. Documentation must be provided in support of claims of compliance to mandatory criteria.
- III. Ensure that the page and paragraph number in the Offerors' Technical Proposal is indicated in the column entitled "Page no." for all information included.
- IV. Failure to clearly demonstrate full compliance or provide supporting documentation will result in the offer being found non-compliant.
- V. For offers presented as joint ventures, Offerors must demonstrate that all parties meet the Mandatory Criteria. Where evaluation of years of experience is required, years of experience will be calculated for individually for each of the parties of the joint venture, not cumulatively.
- VI. Offerors must meet all the mandatory requirements of the RFSO. No further consideration will be given to offerors not meeting all the mandatory criteria.
- VII. Only a single resource for each of the identified categories will be evaluated as part of this solicitation. Additional resources will only be assessed after Standing Offer award. After Standing Offer award, the call-up process will be in accordance with Part 6 – Standing Offer and Resulting Contract Clauses. When a Purchase Order (PO) is issued, the Offeror will be requested to propose a resource, which will then be assessed against the Mandatory and Rated criteria identified in this Appendix B.

The mandatory evaluation criteria are listed in Appendix B – Evaluation Criteria.

## 3. Point-Rated Technical Criteria

- I. Offers that do not clearly meet all the mandatory requirements set forth in this RFSO and do not obtain the required minimum points for the technical evaluation criteria which are subject to point rating will be disqualified.
- II. Price is only one criterion in the evaluation of proposals. The Senate of Canada is seeking best overall value and will evaluate proposals on a point rating system based on evaluation criteria and assigned weight factors.
- III. Offerors must include all information relating to the criteria in the Offeror's Technical Proposal. All information contained within the Offeror's Technical Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.
- IV. The Offeror's total scored is calculated on an identified points system that is then multiplied by the Weight Factor of 60%.

**The rated evaluation criteria are listed in Appendix B – Evaluation Criteria.**

#### Rated Criteria – Points Summary

Category	Maximum Points Available	Minimum Pass Mark
2.1 Offeror Corporate Qualifications	20	11
2.2.1 Financial Specialist (Level 2)	20	10
2.2.3 Procurement Specialist (Level 3)	20	0
2.2.4 Finance Clerk (Level 2)	10	0
<b>Maximum Technical Points – Total</b>	<b>70</b>	
<b>Minimum Pass Mark – Total</b>		<b>N/A (Individual scores apply)</b>

#### 4. Offeror's Cost Proposal

- I. Pricing must include all requirements as set forth in the RFSO.
- II. **Pricing must be submitted in a separate document clearly labelled "Cost Proposal" along with the Offeror's company name. No financial information may appear in the technical proposal.**
- III. In its Cost Proposal, the Offeror must provide its all-inclusive price as described in Appendix A, Basis of Payment.

#### 5. Financial Evaluation

- I. The price of the offer will be evaluated in Canadian dollars, GST or HST excluded, FOB destination, Canadian customs duties and excise taxes included.
- II. For offer evaluation and offeror selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Appendix A – Basis of Payment.

#### 6. Basis of Selection

##### **Highest Combined Rating of Rated Evaluation Criteria 60% and Price 40%**

To be declared responsive, an offer must:

- (a) Comply with all the requirements of the solicitation;
- (b) Meet all the mandatory criteria; and
- (c) Meet the Minimum Passing Score for the rated criteria.

---

Offers not meeting (a) and/or (b) and/or (c) will be declared non-responsive. Neither the responsive offer obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The lowest evaluated price (LP) of all responsive offers will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive offer (i):  **$PS_i = LP / P_i \times 40$** .  $P_i$  is the evaluated price (P) of each responsive offer (i).

A technical merit score (TMS), determined as follows, will be allocated to each responsive offer (i):  **$TMS_i = OS_i \times 60$** .  $OS_i$  is the overall score (OS) obtained by each responsive offer (i) for all the point rated technical criteria specified in Attachment 1, determined as follows: total number of points obtained / maximum number of points available.

The combined rating (CR) of technical merit and price of each responsive offer (i) will be determined as follows:  **$CR_i = PS_i + TMS_i$** .

### **One Standing Offer to be awarded**

The responsive offer with the highest Combined Rating will be recommended for award of a Standing Offer.

---

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications (1.1 and 1.2 below) and related documentation to be awarded a standing offer. The Senate of Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications Offerors provide to the Senate of Canada is subject to verification by the Senate during the offer evaluation period (before award of a standing offer) and after award of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify Offerors' compliance with the certifications before award of a contract. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### **1. Mandatory Certifications Required With Offer**

#### **1.1 Status and Availability of Resources**

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to the Senate. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### **1.2 Education and Experience**

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

---

## PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Appropriate Law

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

#### 2. Offer

- I. The Offeror offers to provide and deliver to the Senate of Canada the services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Senate may request such services, in accordance with the conditions listed at subsection 2 below.
- II. The Offeror understands and agrees that:
  - a) a purchase order against the Standing Offer will form a contract only for those services which have been called-up, provided that such purchase order is made in accordance with the provisions of the Standing Offer;
  - b) The Senate's liability is limited to that which arises from purchase orders against the Standing Offer made within the period specified in the Standing Offer;
  - c) the Standing Offer cannot be assigned or transferred in whole or in part;
  - d) the Standing Offer may be set aside by the Senate at any time.

#### 3. Security Requirement

By the date of contract award, the following conditions must be met:

1. The Offeror, in accordance with the Senate's security requirements, will be responsible for a Senate security clearance check which must be conducted on all individuals requiring access to classified or protected information, assets or sensitive work site(s). The Offeror is responsible to ensure that its employees, assigned to this contract, are security cleared otherwise these individuals will be denied access.
2. Prior to contract award, the Offeror must obtain the security form by contacting the Identification and Security Clerk at 613-995-3838 or [SenAccreditationIdentification@sen.parl.gc.ca](mailto:SenAccreditationIdentification@sen.parl.gc.ca), and submit the by form(s) to:

The Senate of Canada  
Corporate Security Directorate  
56 Sparks Street, Room 215  
Ottawa, Ontario K1A 0A4  
Fax number: 613-943-0032  
Email: [SenAccreditationIdentification@sen.parl.gc.ca](mailto:SenAccreditationIdentification@sen.parl.gc.ca)

3. In the case of a joint venture Offeror, each member of the joint venture must meet the security requirements listed above.

#### 4. Period of the Standing Offer

The period for making purchase orders and providing services against the Standing Offer (SO) is from date of issuance to 1 year thereafter, inclusive.

#### 5. Authorities

##### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Micah Ruest  
The Senate of Canada  
Contracting Officer  
Finance and Procurement Directorate

40 Elgin St. Chambers Bldgs  
Ottawa ON, K1A 0A4

Email: [micah.ruest@sen.parl.gc.ca](mailto:micah.ruest@sen.parl.gc.ca)  
Telephone: (613)-947-1932  
Facsimile: (613)-947-1943

##### 5.2 Project Authority

*(To be identified upon standing offer issuance)*

##### 5.3 Offeror's Representative

*(To be identified upon standing offer issuance)*

#### 6. Call-up Instrument and Procedure

- I. The Work will be authorized using a Purchase Order.
- II. Where a requirement for a specific task is identified, a formal request will be provided to the Offeror via e-mail by the Standing Offer Authority, indicating the required category, a brief description of the requirement, and the timeframe for the upcoming Call-up.
- III. Once this request is received the Offeror must confirm the availability of the pre-qualified resource that was submitted with the original Offer. If the pre-qualified resource for that category is no longer available, the Offeror must submit a CV for a compliant resource to the Standing Offer Authority. This resource will be evaluated against the Evaluation Criteria established for the category. The Offeror will be given a minimum of 48 hours turnaround time to submit the applicable documents.
- IV. Once the availability of a qualified resource has been confirmed, a Purchase Order will be generated and sent to the Offeror to confirm acceptance of the resource. The Offeror's resource must not commence work until a signed Purchase Order has been received.



## 7. Withdrawal

In the event that the Offeror wishes to withdraw the Standing Offer after authority to call-up against the Standing Offer has been given, the Offeror must provide no less than thirty (30) days' written notice to the Standing Offer Authority, unless specified otherwise in the Standing Offer. The thirty (30) days' period will start upon receipt of the notification by the Standing Offer Authority and the withdrawal will be effective at the expiry of that period. The Offeror must fulfill any and all purchase orders which are made before the expiry of that period.

## 8. Joint Venture

If the Offeror is a joint venture, the Offeror agrees that all members of the joint venture are jointly and severally or solidarily liable for the performance of any contract resulting from the Standing Offer. If the membership of a joint venture changes, the Standing Offer will be set aside by the Senate of Canada.

## 9. Confidentiality

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its staff, employees or contractors to which the Offeror or any of its employees, staff or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

## 10. Miscellaneous Restrictions

- I. Under no circumstances shall the Offeror use any stationery with a Senate of Canada letterhead to conduct business under this agreement.
- II. It is the intention of the parties that the agreement is for the performance of a service or services and that the Offeror is engaged as an independent contractor providing services to the Senate and that the Offeror's Directors, Officers, Employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Offeror or their staff can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the *Senate Administrative Rules*) of the end user or of someone in a similar position who has influence over the scope of work.

## 11. Subcontracts

- I. The Offeror must obtain the Standing Offer Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- II. In any subcontract, the Offeror must, unless the Standing Offer Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Standing Offer Authority, not less favourable to the Senate of Canada than the conditions of the Standing Offer.

- III. Even if the Senate of Canada consents to a subcontract, the Offeror is responsible for performing the Standing Offer and the Senate of Canada is not responsible to any subcontractor. The Offeror is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

## 12. Replacement of Specific Individuals

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

## 13. Priority of Documents

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

- a) the call-up against a standing offer (purchase order), and any annexes;
- b) the articles of the Standing Offer;
- c) Annex A, Statement of Requirement;
- d) Annex B, Basis of Payment; and
- e) the Offeror's offer dated *(To be identified upon standing offer issuance)*.

---

## B. RESULTING CONTRACT CLAUSES

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

### 1. Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the province of Ontario.

### 2. Period of the Contract

The work is to be performed as per the purchase orders issued against the Standing Offer.

### 3. Interpretation

- I. "The Agreement" means the particular agreement or content of which, in each specific case, these general conditions are made a part.
- II. "The Contract" includes the agreement, these general terms and conditions and any supplementary conditions, specifications, labour conditions, schedules and any other documents referred to in the agreement as constituting the contract.
- III. "Supplementary Conditions" means any other general conditions forming part of the contract.
- IV. "Work" means the whole of the work, services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all goods to be delivered.
- V. "Contract Price" means the amount expressed in the contract to be payable to the Contractor for the finished work.

### 4. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

### 5. Time is of the Essence

- I. Time is of the essence in this contract.
- II. Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by events beyond the Contractor's control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a "work around plan" including alternative sources and any other means that the Contractor will utilize to overcome the delay.

- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

## 6. Indemnity Against Claims

Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of;

- any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof ; and
- any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments has been made by the Senate of Canada.

## 7. Right to Inspection

The Senate of Canada reserves the right of access to any records resulting from this contract.

## 8. Termination of Agreement

- I. The Senate of Canada may immediately terminate this agreement if the Contractor is for any reason unable to provide the work or services required under this agreement. Such termination notice shall be made in writing.
- II. The agreement may be immediately terminated by the Senate of Canada if it is determined that the work or services provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The agreement may be terminated by the Senate of Canada upon a thirty (30) days written notice if it is determined that the work or services provided by the Contractor, either in whole or in part, are no longer required.
- IV. Either party may terminate this agreement upon a sixty (60) days written notice.
- V. In the event that this agreement is terminated prematurely, the fee shall be reduced pro rata.

## 9. Warranties

The Contractor warrants that:

- I. The Contractor is competent to perform the Work required under this Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. The Contractor shall provide under this Contract a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;

- III. The Contractor has complete authority to enter into this Contract;
- IV. The Contractor warrants all work and services performed for a period of no less than 12 months from the completion of services.

#### **10. Records to be Kept by the Contractor**

- I. The Contractor shall keep proper accounts and records of the costs of work and services, and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following the completion of the work or services.

#### **11. Confidentiality**

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors to which the Contractor or any of its employees, or agents or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

#### **12. Rules and Regulations**

In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.

#### **13. Miscellaneous Restrictions**

Under no circumstances shall the Contractor use any stationery with Senate of Canada letterhead to conduct business under this agreement. The Contractor, its directors, officers, employees and agents shall not represent themselves as an agent of the Senate of Canada.

#### **14. No Implied Obligations**

It is the intention of the parties that this agreement is for the provision of work or service. The Contractor is engaged as an independent contractor providing work or services in accordance with this contract, to the Senate of Canada. The Contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

#### **15. Performance**

The Contractor shall report the performance under this agreement to the Senate of Canada in whatever format and frequency that the Senate of Canada may require.

## **16. Amendments to the Agreement**

No person other than the Manager of Procurement and Contracting or his designate can amend this agreement in any form. Any changes to the original agreement must be made in writing.

## **17. Ownership of Intellectual and Other Property Including Copyrights**

- I. Documents and information (“work”) produced by the Contactor in the performance of this contract as well as the copyrights in and to the work, shall vest in and remain the property of the Senate of Canada.
- II. Work shall be marked with the following copyright notice: © Senate of Canada (year)

## **18. Conflict of Interest**

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

## **19. Discrimination and Harassment in the Workplace**

- I. The Contractor declares that the Contractor its directors or officers have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the Contractor, its directors or officers during the life of this Contract, the Senate of Canada reserves the right to immediately terminate the Contract. In such cases, the Senate of Canada shall only be liable for payment for services performed. No other costs or fees shall be due or payable by the Senate of Canada.

## **20. Sales Tax**

- I. The Senate of Canada is exempt from Provincial Sales Taxes.
- II. The GST/HST is not included in the contract amount.
- III. The GST/HST tax must be listed as a separate line item on all invoices.

## **21. Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment in Annex B.

## **22. Method of Payment**

- I. The Contractor shall submit a monthly detailed invoice which includes a brief summary of work performed, and the number of hours worked for each Purchase Order.

II. The itemized invoices certified by the Contractor shall be forwarded to:

The Senate of Canada  
Finance and Procurement Directorate  
Parliament Buildings  
Ottawa, Ontario  
K1A 0A4

Or by e-mail at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

III. Payment by the Senate of Canada to the Contractor for work or services, shall be made:

- In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
- In the case of a final payment, within thirty (30) days following the date of receipt of a final claim for payment, or within thirty (30) days following the date on which the work is completed, whichever date is the later;
- If the Senate of Canada has any objections to the form of the claim for payment or its contents, written notification of the nature of such objections shall be forwarded to the Contractor within fifteen (15) days of its receipt.

IV. Direct Deposit: the Senate of Canada can deposit directly all payments into the individuals/corporation's account. Please send an e-mail to request a direct deposit form at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca).

### 23. Interest on Overdue Accounts

- I. In this section, an amount is “due and payable” when it is due and payable by the Senate of Canada to the Contractor according to the terms and conditions of the contract.
- II. For the purpose of this section, an amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. In this section, “date of payment” means the day prior to the date of the negotiable instrument drawn by the Receiver General for Canada and given in payment of an amount payable.
- IV. In this section, “Bank Rate” means the discount rate of interest set by the Bank of Canada.
- V. The Bank rate shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- VI. The Senate of Canada shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment, inclusive. However, interest shall not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate of Canada is responsible for the delay in paying the Contractor. In the event that the Senate of Canada is not responsible for the delay in paying the Contractor, no interest shall be paid.

- 
- VII. The Senate of Canada shall not be liable to pay the Contractor any interest on unpaid interest.

**24. Advertisement**

The Contractor shall not, without prior written consent from the Senate, advertise or publicize any work performed for the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

**25. Entire Agreement**

This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

**26. Health and Safety**

The Contractors, retained through the Finance Directorate, must meet the Senate occupational health and safety standards and will be advised of such duties and responsibilities while working in the Senate workplace. The Contractor will be responsible for taking corrective action as warranted in cases of breach of those duties and responsibilities, as advised by the Director of Finance, Senate of Canada, or the Contracting Officer. Copies of the Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent free work environment are available upon request.



## ANNEX A

### STATEMENT OF WORK

#### Statement of Work

Temporary Professional Services – Finance and Procurement Directorate

#### Background:

The Senate of Canada’s Finance and Procurement Directorate (FinProc) provides a wide range of quality financial management services to Senators and their staff, committees, managers, and employees of the Senate Administration. The Directorate requires professional services on an “as and when needed” basis to cover for extended absences, or during periods of significantly increased workloads to ensure continuity and quality of service.

#### Scope:

FinProc requires a Standing Offer that satisfies the need for professional resources to be readily available for implementation into various projects. Finance and procurement services are to be delivered by resources from the following categories:

Resource Category	Level of Expertise
Financial Specialist	2
Procurement Specialist	1
Procurement Specialist	3
Finance Clerk	2

Although it is anticipated that the majority of the resources will be required on short-term, full-time bases, each actual requirement will be identified through an approved Call-Up. The estimated levels of effort for each Resource Category may vary throughout the duration of the Standing Offer.

#### Resource Categories:

The roles and responsibilities for the resources detailed below may include, but not be limited to:

##### Financial Specialist (Level 2)

- Conducting financial and budget analysis;
- Identifying and analyzing supporting information for Main and Supplementary estimates;
- Preparing financial statements;
- Clarifying financial management practices and principles in non-technical terms;
- Compiling proposals received from various clients for operating plans and estimate submissions;
- Evaluating financial management procedures;

- Performing data retrieval and compilation functions;
- Reviewing and approving financial management and accounting transactions;
- Performing financial systems information extraction;
- Researching, collection and analysis of data ;
- Preparing drafts of related documents
- Conducting assigned projects in the accounting operations of a program, branch, region or department;
- Preparing regular and special reports concerning cost recovery;
- Assisting in the design, development and implementation of new or revised financial policies, systems and procedures;
- Assisting in the conducting of studies to improve the financial reporting systems for client departments and agencies;
- Performing research to correct errors in data systems reported by client departments and agencies;
- Writing reports and preparing statistics on budget commitments, expenditures, and forecasts
- Maintaining the financial accounting systems and procedures ;
- Providing information to departmental management concerning financial and accounting matters; and
- Preparing departmental financial reports for Treasury Board and other central agencies including those required for Public Accounts.

#### Procurement Specialist (Level 1)

- Dealing professionally with Senators, employees, suppliers and other government departments as the first line of contact concerning procurement inquiries;
- Processing low dollar value procurement actions from start to finish;
- Responding to internal and external inquiries and exercises judgment in dealing with more complex or high dollar value purchases by obtaining relevant information and referring the matter to the supervisor.
- Procuring low dollar value or simple procurement actions or providing support to the Contracting Officer for more complex or high dollar value procurement;
- Confirming availability and costs with suppliers, obtaining necessary information, ensuring completeness and accuracy of information, financial coding and signing authority and ensuring that urgent requests are given priority.
- Following-up on outstanding purchase orders;
- Creating, maintaining and updating all automated and manual procurement records relative to the requisition, acquisition and payment of goods and services;
- Providing general clerical support which includes compiling data for reports, entering all purchase orders in the automated procurement system, text processing, filing and other administrative and clerical duties;
- Providing briefings on progress and concerns of procurement ;
- Identifying potential problems and propose solutions;

- Developing and implementing procurement control, monitoring of system contract delivery and continuing service delivery and reporting procedures and managing changes;
- Conducting post procurement reviews and contractor evaluations/lessons learned;
- Leading or participating in negotiations and developing procurement process and/or business process maps;
- Development of a procurement strategy - for the acquisition of a product or service - that lays out a mechanism to engage with industry and conduct a competition and procurement in line with legislative requirements and organizational policies; and
- Production of evaluation reports and procurement recommendations for internal stakeholders and sign-off authorities.

### Procurement Specialist (Level 3)

- Planning and coordinating procurement activities including financial estimates, business requirements and contracting options (project procurement management, cost and estimate Management, sole source versus RFP process,);
- Providing briefings on progress and concerns of procurement (Contract process management);
- Planning, coordinating, preparing and controlling documentation for procurement plan and process, depending on method of procurement;
- Preparing, reviewing and/or finalizing Statement of Work for potential procurement;
- Preparing draft selection methodologies, evaluation plans, evaluation criteria (mandatory and point rated) and evaluation schedules for procurement;
- Developing, planning, analyzing, evaluating and prioritizing deliverables and requirements (Bid evaluation);
- Reporting progress of the contract on an ongoing basis and at scheduled points in the lifecycle;
- Identifying potential problems and propose solutions;
- Ensuring management staff is provided with timely and accurate project information and status updates;
- Developing and implementing procurement control, monitoring of system contract delivery and continuing service delivery and reporting procedures and managing changes;
- Conducting post procurement reviews and contractor evaluations/lessons learned;
- Leading or participating in negotiations and developing procurement process and/or business process maps;
- Development of a procurement strategy - for the acquisition of a product or service - that lays out a mechanism to engage with industry and conduct a competition and procurement in line with legislative requirements and organizational policies; and
- Production of evaluation reports and procurement recommendations for internal stakeholders and sign-off authorities.

### Finance Clerk (Level 2)

- Coding, totaling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices cheque requisitions, and bank statements in a financial system;
- Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems;
- Performing document and file management functions, including e-filing;
- Photocopying, faxing, and scanning documents;
- Providing financial support services;
- Processing accounts payable and accounts receivable;
- Maintaining and updating a financial management system;
- Selecting, validating and inputting information in system;
- Preparing a variety of financial tables and reports;
- Assisting in the preparation of financial statements and Public Accounts;
- Assisting in the preparation of Main Estimates submissions;
- Conducting inquiries or research to resolve financial issues; and
- Drafting and editing correspondence & memos.

**Duration of Standing Offer:**

The resulting Standing Offer will be in effect for a period of one (1) year, starting on the date of signature of both parties.

**Deliverables:**

The resources must complete and submit the deliverables, as defined in each individual Call-Up.

**Language Requirement:**

All resources must be bilingual in French and English, at the level specified below:

Resource Category	Language Level Equivalent
Financial Specialist (Level 2)	C-B-C (or equivalent)
Procurement Specialist (Level 1)	B-B-B (or equivalent)
Procurement Specialist (Level 3)	B-B-B (or equivalent)
Finance Clerk (Level 2)	C-B-C (or equivalent)

**Location of Work:**

Resources will generally be required to work onsite within the Parliamentary Precinct in downtown Ottawa, Ontario. Location specifics will be identified in each Call-Up. There are no travel requirements expected from the work.

## APPENDIX A

### BASIS OF PAYMENT

#### Pricing Schedule

A Resource Category	B Level of Expertise	C Estimated Number of Days	D Firm Daily Rate (7 hours per working day)	E Total Cost (CxD)
Financial Specialist	2	140		
Procurement Specialist	1	25		
Procurement Specialist	3	25		
Finance Clerk	2	85		
<b>Total Standing Offer Value</b>				

## APPENDIX B

### EVALUATION CRITERIA

Mandatory Criteria	Met / Not Met
<b>1.1 Offeror (Corporate) Qualifications</b>	
<p><b>M1.</b></p> <p>The Offeror must demonstrate that it has provided a minimum of five (5) different resources in the same or similar categories to the ones described in Annex A – Statement of Work, within the last three years.</p>	
<p><b>M2.</b></p> <p>The Offeror must provide a reference for two (2) different clients to whom they have provided resources on an “as and when needed basis” in the field of Finance and/or Procurement within the last 8 years.</p> <p>At a minimum, each reference must include:</p> <p>Organization Name:            Reference Name:            Reference e-mail:            Reference Phone Number:            Description of professional services provided:</p>	
<p><b>M3.</b></p> <p>The Offeror’s bid must include a detailed resume for one (1) available resource for each of the following Resource Categories:</p> <ul style="list-style-type: none"> <li>• Financial Specialist (Level 2)</li> <li>• Procurement Specialist (Level 3)</li> <li>• Finance Clerk (Level 2)</li> </ul>	
<p><b>M4.</b></p> <p>The Offeror must demonstrate how it will ensure availability of resources at the commencement of any resulting Call-up and how the Offeror will ensure the resources are maintained on an on-going basis.</p> <p><i>Note: The Offeror’s response to this criterion will be further evaluated in R1.</i></p>	
<b>1.2 Resource Category Qualifications</b>	
<b>Met/Not Met</b>	
<b>1.2.1 Financial Specialist (Level 2)</b>	
<p><b>M1.</b></p> <p>The proposed resource must demonstrate a minimum of 3 years of experience in the</p>	

last 6 years reviewing and approving financial management and accounting transactions.	
<b>M2.</b> The proposed resource must demonstrate a minimum of 3 years of experience in the last 6 years clarifying financial management practices and principles in non-technical terms.	
<b>M3.</b> The proposed resource must demonstrate a minimum of 3 years of experience in the last 6 years conducting financial and budgetary analysis.	
<b>M4.</b> The proposed resource must be bilingual in French and English (equivalent to C-B-C or higher).	
<b>1.2.2 Procurement Specialist (Level 1)</b> <i>NOTE: The Mandatory and Rated Criteria for Procurement Specialist (Level 1) are for reference only and will be used to validate approved Call-Ups. This category will not be evaluated as part of the RFSO.</i>	
<b>M1.</b> The proposed resource must demonstrate a minimum of 2 years of experience in the last 5 years preparing and processing a variety of documents such as Purchase Orders, Call-ups against Standing Offers, Contracts, and Service Agreements.	
<b>M2.</b> The proposed resource must possess a valid Secondary School Diploma.  <i>Note: A copy of the resource's diploma must be included with the Offeror's submission.</i>	
<b>M3.</b> The proposed resource must demonstrate a minimum of 2 years of experience in the last 5 years with an automated procurement system or software solution.	
<b>M4.</b> The proposed resource must be bilingual in French and English (equivalent of B-B-B or higher).	
<b>1.2.3 Procurement Specialist (Level 3)</b>	
<b>M1.</b> The proposed resource must demonstrate a minimum of 5 years of experience within the last 8 years performing the of the following duties: a) Planning procurement processes;	

<ul style="list-style-type: none"> <li>b) Reviewing Statements of Work or Statements of Requirements;</li> <li>c) Developing solicitation documents;</li> <li>d) Evaluating proposals;</li> <li>e) Negotiating with Vendors;</li> <li>f) Awarding and managing resulting contracts or Standing Offers.</li> </ul>	
<p><b>M2.</b></p> <p>The proposed resource must possess a valid Post-Secondary diploma from a recognized college or University.</p> <p><i>Note: A copy of the resource's diploma must be included with the Offeror's submission.</i></p>	
<p><b>M3.</b></p> <p>The proposed resource must demonstrate a minimum of 5 years of experience within the last 8 years providing oral and written advice to clients on all aspects of procurement.</p>	
<p><b>M4.</b></p> <p>The proposed resource must be bilingual in French and English (equivalent to B-B-B or higher).</p>	
<p><b>1.2.4 Finance Clerk (Level 2)</b></p>	
<p><b>M1.</b></p> <p>The proposed resource must demonstrate a minimum of 2 years of experience within the last 5 years performing the following duties:</p> <ul style="list-style-type: none"> <li>a) Coding, totaling, entering, and verifying transactions in a Financial System. (Transactions may include accounts payable and receivable, payroll, purchase orders, cheques, invoices, and bank statements).</li> </ul>	
<p><b>M2.</b></p> <p>The proposed resource must demonstrate a minimum of 2 years of experience within the last 5 years conducting inquiries or research to resolve financial issues.</p>	
<p><b>M3.</b></p> <p>The proposed resource must demonstrate a minimum of 2 years of experience within the last 5 years preparing financial tables and reports.</p>	
<p><b>M4.</b></p> <p>The proposed resource must be bilingual in French and English (equivalent to C-B-C or higher).</p>	



Rated Criteria	Max Points
<b>2.1 Offeror (Corporate) Qualifications</b>	
<p><b>R1. Offeror Qualifications</b></p> <p>The Offeror must demonstrate how it will ensure availability of resources at the commencement of any resulting Call-up and how the Offeror will ensure the resources are maintained on an on-going basis.</p> <p>The Offeror's response to this criterion should include a strategy to provide resources for any resulting Call-up within the process identified in Part 6 of the RFSO. The strategy should include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1. A quality assurance process to ensure compliant and quality resources are available when requested;</li> <li>2. Back-up plans to ensure timeframes are met;</li> <li>3. An action plan in the event timeframes cannot be met;</li> <li>4. Information on how the Bidder will ensure that a sufficient number of resources will be available to meet Senate requirements in a timely manner.</li> </ol> <p><b>Scoring:</b></p> <p>0-5 points: The Offeror's response to this criterion is weak and does not adequately explain a strategy to provide resources for a resulting Call-up.</p> <p>6-10 points: The Offeror's strategy to provide resources is partially satisfactory, as it lacks in-depth information and certainty that the timeframes will be met. Items 1 through 4 identified in the above evaluation criteria were partially addressed.</p> <p>11-15 points: The Offeror's strategy to provide resources is satisfactory, as it provides sufficient information demonstrating the ability to meet the timeframes. Items 1 through 4 identified in the above evaluation criteria were mostly addressed.</p> <p>16-20 points: The Offeror's strategy to provide resources is complete and thorough, as it provides in-depth information and logistics which clearly demonstrate the Offeror will be able to meet and possibly exceed the timeframes specified in the RFSO. Items 1 through 4 identified in the above evaluation criteria were fully addressed.</p>	20
<b>Total Overall Points Available</b>	
<b>20</b>	
<b>Minimum Pass Mark</b>	
<b>11</b>	
<b>2.2 Resource Category Qualifications</b>	
<b>Max Points</b>	
<b>2.2.1 Financial Specialist (Level 2)</b>	
<p><b>R1.</b></p> <p>The proposed resource should demonstrate experience preparing departmental financial reports for Treasury Board and other central agencies, including those required for:</p> <ol style="list-style-type: none"> <li>a) Public Accounts; and</li> <li>b) Main Estimates</li> </ol> <p><b>Scoring:</b></p>	5

5 points: Both a) and b) are demonstrated.	
<b>R2.</b> The proposed resource should possess an active and valid accounting designation (CPA, CA, CGA, CMA).  <i>Note: A copy of the designation must be included with the Offeror's submission.</i>  <b>Scoring:</b>  5 points: The resource possesses a valid accounting designation.	5
<b>R3.</b> The proposed resource should demonstrate experience preparing financial statements for review.  <b>Scoring:</b>  5 points: Experience is demonstrated.	5
<b>R4.</b> The proposed resource should demonstrate experience in performing research to correct errors in data systems reported by client departments and agencies.  <b>Scoring:</b>  5 points: Experience is demonstrated.	5
<b>Total Overall Points Available</b>	<b>20</b>
<b>Minimum Pass Mark</b>	<b>10</b>
<b>2.2.2 Procurement Specialist (Level 1)</b> <i>NOTE: The Mandatory and Rated Criteria for Procurement Specialist (Level 1) are for reference only and will be used to validate approved Call-Ups. This category will not be evaluated as part of the RFSO.</i>	
<b>R1.</b> The proposed resource should demonstrate experience in the last 5 years preparing and processing a variety of documents such as Purchase Orders, Call-ups against Standing Offers, Contracts, and Service Agreements in a public sector environment (Federal, Provincial, or Crown Corporation).  <b>Scoring:</b>  5 points: Over 1 year of experience demonstrated 10 points: Over 2 years of experience demonstrated	<b>10</b>
<b>Total Overall Points Available</b>	<b>10</b>
<b>Minimum Pass Mark</b>	<b>0</b>

<b>2.2.3 Procurement Specialist (Level 3)</b>	
<b>R1.</b> The proposed resource should demonstrate experience within the last 8 years performing the following duties in a public sector environment (Federal, Provincial, or Crown Corporation) : <ul style="list-style-type: none"> <li>a) Planning procurement processes;</li> <li>b) Reviewing Statements of Work or Statements of Requirements;</li> <li>c) Developing solicitation documents;</li> <li>d) Evaluating proposals;</li> <li>e) Negotiating with Vendors;</li> <li>f) Awarding and managing resulting contracts or Standing Offers.</li> </ul> <b>Scoring:</b> 5 points: Over 2 year of experience demonstrated 10 points: Over 3 years of experience demonstrated 15 points: Over 4 years of experience demonstrated 20 points: Over 5 years of experience demonstrated	<b>20</b>
<b>Total Overall Points Available</b>	<b>20</b>
<b>Minimum Pass Mark</b>	<b>0</b>
<b>2.2.4 Finance Clerk (Level 2)</b>	
<b>R1.</b> The proposed resource should demonstrate experience assisting in the preparation of financial statements and public accounts. <b>Scoring:</b> 5 points: Experience is demonstrated.	<b>5</b>
<b>R2.</b> The proposed resource must demonstrate assisting in the preparation of Main Estimates submissions. <b>Scoring:</b> 5 points: Experience is demonstrated.	<b>5</b>
<b>Total Overall Points Available</b>	<b>10</b>
<b>Minimum Pass Mark</b>	<b>5</b>

## Rated Criteria – Points Summary

Category	Maximum Points Available	Minimum Pass Mark
Offeror Corporate Qualifications	20	11
Financial Specialist (Level 2)	20	10

---

Procurement Specialist (Level 3)	20	0
Finance Clerk (Level 2)	10	0
<b>Maximum Technical Points – Total</b>	<b>70</b>	
<b>Minimum Pass Mark – Total</b>		<b>N/A (Individual scores apply)</b>