



Solicitation Closes - L'invitation prend fin	Title – Sujet Socio Economy Study - Update
at 02:00 PM / à 14:00hre on 30 November 2016 /le 30 novembre 2016	Solicitation No. - N° de l'invitation W0152-17-AA011
Eastern Standard Time (EST) Heure Normal de l'Est (HNE)	Date 17 October 2016
	Reference No. – N° de référence du client
REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION	RETURN BIDS TO: RETOURNER LES SOUMISSIONS À: By Email/par courriel à : sarada.dutta@forces.gc.ca
Proposal To: Department of National Defence We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.	Address Enquiries to: - Adresser toutes questions à: Sarada Dutta
Proposition aux: Ministère de la Défense nationale (MDN) Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).	Telephone No. - N° de téléphone
	Email Address : sarada.dutta@forces.gc.ca
	FOB – FAB Destination
	Destination
Comments – Commentaires	
	Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur
	Telephone No. - N° de téléphone
Issuing Office - Bureau de distribution Directorate of Planning and Coordination/ Direction de la Planification et de la coordination	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



Socio Economic Study - Update

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Access and Non-Disclosure Agreement, and the Embedded Contractor Letter of Acknowledgement.

1.2 Summary

1.2.1 The Department of National Defence (DND) has a requirement for an update of the study "Socio-Economic Impacts of Canadian Forces Installations on Host Communities."

1.2.2 It is intended to result in the award of one (1) Contract for this requirement.

1.3 Debriefings

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

1.4 Office of the Procurement Ombudsman

If you have issues or concerns regarding the solicitation, you have the option of raising them with the department or with the Office of the Procurement Ombudsman (OPO). The OPO was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-800-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca. Furthermore, the OPO offers an alternative dispute resolution service to resolve any dispute between the parties respecting the interpretation or application of a term and condition of the resulting contract.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- a) Section 01, **Integrity Provisions – Bid** is deleted in its entirety and replaced by:
 - i. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are currently directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
 - ii. These bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.
- b) Section 02, **Procurement Business Number** is deleted in its entirety.
- c) Section 05, **Submission of Bids** – Subsection 2(d) is deleted and replaced by:

It is the Bidder's responsibility to:

 - (d) send its bid only to Department of National Defence (DND) organization receiving the bids as specified on page 1 of the bid solicitation.
- d) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days
- e) Section 06, Late Bids is deleted in its entirety.
- f) Section 07, Delayed Bids, of 2003 referenced above, is deleted and replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- g) Section 08, Transmission by Fax – para (1) is deleted in its entirety.
- h) Section 13, Communications - Solicitation Period, is deleted in its entirety and replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the location identified on page 1 of the bid



solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

Canada will submit all significant enquiries received and their replies directly to invited Bidders by electronic mail. For further information, consult subsection 3 of the Submission of Bids section.

- i) Subsection 2 of Section 20, Further Information is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

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

Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or those that include other factors such as embedded macros and/or links, may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Technical and financial documents received after the closing date and time will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I, Technical Bid: one (1) soft copy submitted by e-mail;

Section II, Financial Bid: one (1) soft copy submitted by e-mail;

Section III, Certifications Not Included in the Technical Bid: one (1) soft copy submitted by e-mail.

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

3.2 Format of the Bid: Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

3.3 In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#).

To assist Canada in reaching its objectives, bidders should:

- i) use paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii) use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Bidders are requested to include the following information:

- their legal name;
- the name of the contact person and their contact information authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- for Part 2, article 3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
- for Part 6, article 1, Security Requirement, of the bid solicitation the name of each individual who will require access to classified or protected information, assets or sensitive work sites; and Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.



Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

Note: Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

MILESTONE	PRICE
Study Results	20% of firm price
Draft report	40% of firm price
Final report	40% of firm price
Total Evaluated price for the professional services	\$ amount to be inserted by the Bidders

NOTE TO BIDDER: TOTAL CONTRACT VALUE, INCLUDING APPLICABLE TAXES AND TRAVEL INCLUDING HST (\$8,000), CANNOT EXCEED \$75,000.00 CDN



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.
- (b) Bids which fail to meet the mandatory technical criteria stated in the table below will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

4.1.1 Technical Evaluation

Mandatory Technical Criteria

	Met	Not met	Substantiation as to How this requirement is Met/Not met. Cross reference to Proposal (Page & Para)
Bidder			
M1: The Bidder shall demonstrate it has a minimum of three (3) years of experience, within the last twelve (12) years, in each of the following fields: a. experience in economic analysis including policy and sectoral reviews; and b. experience in socio-economic impact analysis. The Bidder shall provide a complete list of past/current projects to satisfy the minimum three (3) year experience requirement, which may include the project's description, duration, dollar value, role performed by the Bidder along with two (2) client references (with contact names and numbers) that can confirm the Bidder's experience.			
M2 The Bidder must submit the required reports within the timeline detailed in section 6.1 at SOW.			
Proposed Resource(s)			
M3 For each person taking part in the Bidder's proposal, the proposal must include a detailed résumé and at least two (2) references from clients who have received services similar to those to be provided to DND). For each person taking part in the Bidder's proposal, the following criteria must be met: a. a minimum of a Bachelor's degree in Economics; and b. a minimum three (3) year experience, within the last twelve (12) years, in economic analysis including policy and sectoral reviews;			



<p>and</p> <p>c. a minimum three (3) year experience, within the last twelve (12) years, in socio-economic impact analysis.</p> <p>For each person taking part in the Bidder's proposal, a complete list of past/current projects within each field to satisfy the minimum three (3) year experience requirement, which might include the project's description, duration, and role.</p>			
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4.1.2 Point Rated Criteria

- a. Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.
- b. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.
- c. The following rating scheme (Table 1) will be only used to evaluate the **Point Rated Criterion R3**.

TABLE 1 – SCORING FOR R3

0	Information provided does not address the criteria. Bidder receives 0% for the available points for this element.
1	Information provided demonstrates a minimal understanding that is relevant to the stated criteria. Bidder receives 25% of the available points for this element.
2	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Bidder receives 50% of the available points for this element.
3	Information provided demonstrates understanding for most but not all of the elements of the rated criteria. Bidder receives 75% of the available points for this element.
4	Rated criteria is dealt with in depth, information provided demonstrates a full range of understanding of all of the elements of the rate criteria. Bidder receives 100% of the available points for this element.

Table 2 - Rated Criteria

Item	Description	Maximum Points:	Proposal Reference
R1	Formal education over and above the minimum required amount at M3 above: <ul style="list-style-type: none">- At least one (1) person, taking part in the Bidder's proposal, with Master's degree in Economics – 20 points;- At least one (1) person, taking part in the Bidder's proposal, with PhD in Economics – 10 points.	30	



R2	At least one (1) person, taking part in the Bidder's proposal, with experience with Department of National Defence (DND) economic issues.	5	
R3	<p>A proposed methodological approach which should include:</p> <ul style="list-style-type: none">• A description of the technique to be used;• A presentation of the information required by the technique to be used;• the Chronological steps from initiation to completion, including assignment of personnel, allocation of responsibilities and level of effort for each of the proposed resources to achieve the outcome required;• Identification of the potential risks and associated mitigation strategies for the project; and• a Contingency Plan to address foreseeable risks in the conduct of the Work. <p>Note: R3 will be evaluated based on the Scoring Table 1 above.</p>	30	
	Maximum points available	65	
	Minimum pass mark = 40 points		

4.2 Basis of Selection

a. Lowest Evaluated Price per Point.

To be declared responsive, a bid must:

- i. comply with all the requirements of the bid solicitation;
- ii. meet all mandatory evaluation criteria; and
- iii. obtain the required minimum number of points (40 points) specified in Part 4 for the point rated technical criteria.

b. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

c. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Part 4.

PRICE-PER-POINT = $\frac{\text{Total Evaluated Price for the professional services (Attachment 1 to PART 3)}}{\text{Total Points Scored in Rated Requirements}}$

d. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest score in the rated criterion R3, detailed in Part 4, will be recommended for award of a contract.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.1.2 Non-Disclosure Agreement:

The Bidder must obtain the completed and signed non-disclosure agreement in Appendix "B" from his/her employee(s) or subcontractor(s) before they are given access to information by or on behalf of Canada in connection with the Work.

Information to Bidders: It is highly recommended that the completed and signed Non-Disclosure Agreement (Annex "B") be provided with the technical proposal at the time of bid closing.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

5.1.3.2 Education and Experience

SACC Manual clause A3010T (2010-08-16), Education and Experience



PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Security Requirement

This requirement is Unclassified and there is no security associated with this requirement.

2. Controlled Goods Requirement

Contractor will not require access to Controlled Goods.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

Section 01, Interpretation, is amended as follows:

DELETE:

"Canada", "Crown", "Her Majesty" or "the Government"

Means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister;

INSERT:

"Canada", "Crown", "Her Majesty", or "the Government"

Means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister;

Subsection 5 of Section 22, Confidentiality, is amended by deleting "Public Works and Government Services (PWGSC)" and inserting "Department of National Defence (DND)".

7.2 Security Requirements

There is no security associated with this RFP. Contractor personnel will be required to use their own e-mail accounts to correspond with DND personnel and will be escorted by DND personnel when visiting DND buildings/locations.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to 31 March 2017.



7.5 Authorities (to be specified in the resulting contract)

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title and designation: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

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

7.5.3 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title and designation: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

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

7.5.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

- a. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a Firm price of \$[to be completed at Contract award]. Customs duty are excluded and Applicable Taxes are extra.
- b. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Method of Payment

- a. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:
 - (i) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
 - (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

b. Schedule of Milestones

<u>MILESTONE</u>	<u>DELIVERABLE(S) TO SUBMIT</u>	<u>DELIVERY DATE</u>	<u>FIRM AMOUNT</u>
1	Study Results	28 February 2017	\$ to be completed at Contract award (20% of firm price)
2	Draft report	13 March 2017	\$ to be completed at Contract award (40% of firm price)
3	Final report	31 March 2017	\$ to be completed at Contract award (40% of firm price)
Total Evaluated price for the professional services			\$
HST on the professional services			\$
Travel including applicable taxes (if required)			\$ 8,000.00
Total for the contract			

NOTE TO BIDDER: TOTAL CONTRACT VALUE INCLUDING APPLICABLE TAXES AND TRAVEL CANNOT EXCEED \$75,000.00



7.7.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.7.4 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.8 Invoicing Instructions

7.8.1.1 The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

a. Each claim must show:

- I. all information required on form [PWGSC-TPSGC 1111](#);
- II. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- III. the description and value of the milestone claimed as detailed in the Contract.

b. Each claim must be supported by:

- I. a copy of the bi-weekly progress report.

7.14.1.2 Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

7.14.1.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

7.14.1.4 The Contractor must not submit claims until all work identified in the claim is completed.

7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

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



7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity – Services ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Non-Disclosure Agreement;
- (e) the Contractor's bid dated _____ (to be specified in the resulting contract), as clarified on _____ and as amended on _____ (to be specified in the resulting contract, if applicable)

7.12 Defence Contract

SACC *Manual* clause A9006C (2012-07-16), Defence Contract

NOTE TO BIDDERS: One of the following options will be specified in the resulting Contract:

7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

OR

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

7.14 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.15 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) and/or subcontractor(s) the completed and signed Access and Non-Disclosure Agreement, attached at Annex "B", and provide it to the Procurement Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.16 Closure of Government Offices

No Responsibility to Pay for Work not performed due to Closure of Government Offices

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or early closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or early closure.



(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.



ANNEX “A” – STATEMENT OF WORK

1. Background

Centre for Costing in Defence updates the report “Socio-Economic Impacts of Canadian Forces Installations on their Host Communities” report every five years. The update aims at assessing the potential impact of CF bases/installations on host communities. The previous report was published in 2011, which referenced FY 2009-10 DND expenditures data and Statistics Canada 2006 census.

2. Objective

Using FY 2014-15 DND expenditures data and Statistics Canada 2011 census, the project objective is to update the study “Socio-Economic Impacts of Canadian Forces Installations and Selected Components on Their Host Communities” [herein referred to as the Study] which was published in early 2011.

3. Scope

The update to the Study shall consist of individual assessments of the socio-economic impacts of each of the 30 military installations on its host community, in addition to a quantitative description of the defence activity at the location (based primarily on actual 2014-15 activity and expenditures). The quantitative description will consist of:

- a. Listing of units at, or supported by, the main installation;
- b. Number of military (Regular and Reserve force) including dependents, and Departmental civilian personnel, and Personnel Support Program (PSP) employees, at the location;
- c. Number of school-aged children from regular military personnel;
- d. Value of Payments in lieu of Taxes (PILT) paid by, or on behalf of, the defence installation; and
- e. Value of local defence expenditures on personnel, operations and maintenance and non-public funds.

4. Documentation

DND is to provide to the Contractor the following data on a CF bases/Installations basis in order to perform the update of the Study:

- Number of military personnel for each of the Reg F, Res Class A, Res Class B and Res Class C categories;
- Number of military personnel dependants;
- Number of civilian personnel per employment term (Indeterminate, fix term and casual);
- Total gross and net military pay;
- Total gross and net civilian salaries;
- Total local O&M expenditures;
- Total military quarters housing (families and singles); and
- NPF personnel and local expenditures.



5. Tasks

5.1 The Contractor will assess the economic impact of defence spending in the local area using Input/Output methodology to identify an estimated "indirect" impact and other spin-off or "consumption induced" impacts. Should another methodology be proposed, the justification should be explained clearly into the Proposal.

5.2 The study shall include a quantitative description of the host/local civilian community based on most current data available (including but not limited to the 2011 Census) including:

- a. Size of local population broken down by major age groups and level of education;
Size of labour force with statistics on employment and on breakdown by industry and by occupation;
- b. Size of municipal tax base;
- c. Housing statistics from census data;
- d. Description of the local industrial base; and
- e. Size of school-aged children population by age group.
- f. a comparison analysis and accompanying table(s) is necessary to demonstrate the importance of the military installation to the host community, using any factors considered appropriate, but must address the demographic, economic (expenditures, labour force/employment) and socio-economic (housing, taxes, education) impacts at a minimum.

5.3 A procedure describing how to update the results with the 2016 Census will be documented.

5.4 The following is a list of thirty (30) installations/locations to be examined under this study, and the department may direct a specific order of examination:

- a. Bagotville, QC
- b. Borden, ON
- c. Cold Lake, AB
- d. Comox, BC
- e. Edmonton, AB
- f. Esquimalt/Victoria, BC.
- g. Gagetown, NB
- h. Gander, NL
- i. Goose Bay, NL
- j. Greenwood, NS
- k. Halifax, NS
- l. Kingston, ON
- m. London, ON
- n. Meaford, ON



- o. Moncton, NB
- p. Montreal, QC
- q. Moose Jaw, SK
- r. North Bay, ON
- s. Ottawa, ON
- t. Petawawa, ON
- u. St John's, NL
- v. Shilo, MB
- w. Suffield, AB
- x. St. Jean, QC
- y. Toronto, ON
- z. Trenton, ON
- aa. Valcartier, QC
- bb. Wainwright, AB
- cc. Winnipeg, MB
- dd. Yellowknife, NWT

6. Deliverables

6.1 The Contractor must prepare and deliver the following deliverables within the time frame stated in the table below:

MILESTONE	DELIVERABLE(S) TO SUBMIT	DELIVERY DATE
1	Study Results	28 February 2017
2	Draft report	13 March 2017
3	Final report	31 March 2017

6.2 Additional deliverables include:

- a. Database in either Excel or Access format;
- b. Electronic and print version of final report; and
- c. Data and methodology accompanying database.



6.3 The Contractor shall be required to supply all deliverables in an electronic format as well as a paper copy in English.

7. Bi-weekly Progress Reports

The Contractor is required to deliver a bi-weekly progress report which includes the following:

- a. All significant activities performed in the period covered that may impact the performance of the work;
- b. Status of any outstanding activities that may extend beyond normal timelines;
- c. Description of any problems encountered with will require an immediate attention or escalation; and
- d. Any recommendations to update procedures.

8. TRAVEL AND LIVING

8.1 The contractor will not be required to travel to sites since some technical support from Departmental staff will be provided to facilitate the compilation and interpretation of internal data. However, contractor may be allowed to visit site in order to test the data if required.

8.2 All travel will require prior approval of the Technical Authority (TA) or their authorized representative.

9. Language Requirement

9.1 All work including tasks and deliverables will be completed either in English.

10. Inspection and Acceptance

10.1 All reports, deliverables, documentation and services rendered shall be subject to inspection and signature (where required) by the TA or designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW and any resultant tasking. All evaluations will be done within a reasonable time frame, as determined by the TA, based on the particular deliverable.

10.2 Should any report, document, good or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA, as submitted, the TA shall have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "B"
NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No W0152-17-AA011 between Her Majesty the Queen in right of Canada, represented by the Minister of National Defence and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labelled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No:W0152-17-AA011

Signature

Date