



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Correctional Service Canada
Mailroom, 1st Floor
340 Laurier Ave West,
Ottawa, ON
K1A 0P9
Attn: Philip Cowell

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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 thereof.

Proposition à: Service Correctionnel du Canada

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT” « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Corcan – Sales Representative	
Solicitation No. — N° de l'invitation 21120-17-2435068	Date:2016-10-31
Client Reference No. — N° de Référence du Client	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at /à : 14 :00 Eastern Standard Time (EST) heure normale de l'est on / le : December 9, 2016	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Philip Cowell philip.cowell@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 613-992-6509	Fax No. – N° de télécopieur: 613-992-8443
Destination of Goods, Services and Construction: Destination des biens, services et construction: See herein	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

2.1 This bid solicitation is being issued to satisfy the requirement of Correctional Services Canada- CORCAN for the provision of up to three (3) Sales Representatives in the National Capital Region.

It is intended to result in the award of **EITHER**:

- one (1) contract for three (3) representatives for one (1) year; or
- up to three (3) contracts for one (1) sales representative for one (1) year.

The allocation of client departments will be based on Annex F for Sales Representative 1, Sales Representative 2 and Sales Representative 3.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



5. Conflict of Interest

SACC Manual clause - G117 (2011-05-16) Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
 - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

6. Trade Agreements

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

7. Procurement Ombudsman

The Office of the Procurement Ombudsman (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 1-866-734-5169 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.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) 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 or email to CSC will not be accepted.

3. Former Public Servants

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.



4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) business 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.

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

1. Bid Preparation Instructions

Copies of Bid: Canada requests that Bidders provide, **for each Sales representative**, their bid in separately bound sections as follows:

FOR EACH SALES REPRESENTATIVE:

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **four (4) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders must submit their Financial Bid in an envelope separate from their technical proposal.

CSC 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;
- ii. use a numbering system that corresponds to the bid solicitation.

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

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre 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 colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

2. Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

3. Section II: Financial Bid

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



See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

A separate technical evaluation will be conducted for each Sales Representative.

1.2

1.2.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**.

1.3 Financial Evaluation

A separate financial evaluation will be conducted for each Sales Representative.

1.4 SACC Manual Clause A0220T (2014-06-26) Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula that follows the corresponding table in Annex B – Proposed Basis of Payment.

2. Basis of Selection- LOWEST PRICE PER POINT

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 57 points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 87 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



2.1 Evaluated lowest price per point:

For each Sales Representative, the evaluated lowest price per point will be calculated as follows:

The quoted price for the Contract Period and Option Period #1 will be added. The result of this addition will be divided by the obtained number of points achieved for the technical evaluation criteria, this resulting in the evaluated price per point.

2.2 Example of an evaluated lowest price per point calculation

The following example shows a situation where the lowest price per point is calculated for **the Sales Representative**. In this example, four (4) bidders have met all mandatory technical evaluation criteria and obtained the required minimum of points overall for the technical evaluation criteria which are subject to point rating:

Initial Contract Period	(Table 1)			
	A	B	C	
Sales Representative	% Commission \$0 to \$1000000 (sales)	% Commission \$1,000,001 to \$2,000,000 (sales)	% Commission over \$2,000,000	Total % Commission = (A+B+C)
Bidder # 1 Sales Rep 1	3.50%	3.25%	3.00%	0.0975
Bidder # 1 Sales Rep 2	3.40%	3.25%	3.15%	0.0980
Bidder#2	3.00%	2.75%	2.60%	0.0835
Bidder # 3	4.50%	4.25%	4.00%	0.1275
Bidder # 4	4.00%	3.75%	3.50%	0.1125

Option Period	(Table 2)			
	D	E	F	
Sales Representative	% Commission \$0 to \$1000000 (sales)	% Commission \$1,000,001 to \$2,000,000 (sales)	% Commission over \$2,000,000	Total % Commission = (D+E+F)
Bidder # 1 Sales Rep 1	3.75%	3.50%	3.25%	0.1050
Bidder # 1 Sales Rep 2	3.60%	3.45%	3.25%	0.1030
Bidder#2	2.85%	2.55%	2.35%	0.0775
Bidder # 3	4.35%	4.15%	4.00%	0.1250
Bidder # 4	3.65%	3.45%	3.15%	0.1025



	G	H	I	Evaluated Price Per Point= (G+H) / I
Bidder	CONTRACT PERIOD from contract award (to be inserted at Contract award) total commission*	OPTION PERIOD # 1 total commission**	OBTAINED POINTS FOR RATED TECHNICAL CRITERIA	EVALUATED PRICE PER POINT
Bidder # 1 Sales Rep No.1	0.0975	0.105	76	0.0027
Bidder # 1 Sales Rep No.2	0.098	0.103	69	0.0029
Bidder # 2 WINNING BIDDER	0.0835	0.0775	74	0.0022
Bidder # 3	0.1275	0.125	64	0.0039
Bidder #4	0.1125	0.1025	59	0.0036

* Information taken from Table 1

** Information taken from Table 2

***The prices shown in the table above are fictitious and used for the sole purpose of providing a calculation example. They must not be construed as a suggestion of what the prices should be. In the example above, Bidder # 2 has obtained the lowest evaluated price per point (0.0019) and is therefore the winning bidder.

In the event where two responsive bids or more have the same cost per point, the responsive bid having achieved the highest points overall for the technical evaluation criteria which are subject to point rating will be recommended for award of a contract.

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 12 of PART 6 – RESULTING CONTRACT CLAUSES.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certification Required with the Bid

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.

2. Certifications Precedent to Contract Award and Additional Information

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



additional information listed below within the time frame provided will render the bid non-responsive.

2.1 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

2.2 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.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969).

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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.



2.3 Former Public Servant Certification

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 to FPS, bidders must provide the information required below before contract award. If the answers 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 FPS 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 Status and Availability of Resources

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

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

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

2.5 Language Requirements - Bilingual

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

2.6 Education and Experience

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



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

2.7 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

1.1 The following security requirements (SRCL and related clauses provided by PWGSC ISP) apply to and form part of the Contract.

- a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (**DOS**), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b) The Contractor personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- c) The Contractor **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- d) Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- e) The Contractor **must** comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

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

3. Standard Clauses and Conditions

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.



3.1 General Conditions

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

3.2 Replacement of Specific Individuals

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to XX-XX-201X. (Date to be inserted at contract award)

4.2 Option to Extend the Contract

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

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



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Philip Cowell
Title: Senior Procurement Officer
Correctional Service Canada
Branch/Directorate: Contracting and Materiel Services
Telephone: (613) 992-6509
Facsimile: (613) 992-8443
E-mail address: philip.cowell@csc-scc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: To be determined at Contract Award

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

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

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

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



6. Payment

6.1 Basis of Payment

The Contractor will be paid its costs reasonably and properly in the performance of the Work in accordance with Annex B- Basis of Payment

6.2 Limitation of Expenditure

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

6.3 Method of Payment – Monthly Payment

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

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

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification



SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5 Travel and Living Expenses

For Work to be performed at a **work location**:

Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:

- a. services provided within 100 km of the Contractor's facilities.
- b. For Services provided outside 100 km of the Contractor's facilities, the Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.
- d. All travel must have the prior authorization of the Project Authority. All payments are subject to government audit

Estimated cost \$ 3,000.00 per contract

6.6 Payment of Invoices by Credit Card

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

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

7. Invoicing Instructions

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

Each invoice must be supported by:



A copy of the monthly progress report.

2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications and Additional Information

8.1 Compliance

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

8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) - Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

9. Applicable Laws

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

10. 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 2010B (2016-04-04) – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;

[At the time of contract award, insert the date of the winning supplier's bid. If the bid was clarified or amended, insert at the time of contract award", as clarified on _____" (OR) ", as amended on _____" and insert date(s) of clarification(s) or amendment(s)]

- (f) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.



11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

12. Insurance – Specific requirement

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12.1 SACC Manual clause G2001C, (2014-06-26), Insurance, Commercial Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided.



Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s)



that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.



16. Compliance with CSC Policies

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services



The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

22. 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.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: : www.bit.do/CSC-EN



24. Specific Person

A9014C (2006-06-16) Specific Person

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____

ANNEX A – Statement of Work

CORCAN - Sales Representative

1. Background:

CORCAN operates 103 shops in 36 institutions across Canada and has four (4) business lines: textiles, manufacturing, construction, and services (such as printing and laundry). CORCAN shops operate in a businesslike manner given their institutional setting and training imperatives. Most shops are ISO-certified. CORCAN's Programs are intended to provide federally sentenced offenders with the opportunity to learn work skills, apprenticeships, etc.

2. Objectives:

CORCAN has a requirement for up to 3 Sales Representatives to provide outside sales and marketing services for CORCAN products such as office furnishings, modular workstation components and other items (excluding construction services). Up to 3 contracts may be awarded as a result of this solicitation. The territory covered by this Sales representative will be the National Capital Region* (NCR) and Nunavut which is described in section 9. Location of Work / Sales Territory.

3. Scope of Work

3.1 Sales of CORCAN Products

The Contractor must consistently meet or exceed annual sales projections set by the Project Authority (PA) and provide customer service as required before and after the sale. The Sales Projections for the optional years specified in the table below are approximate and will be adjusted annually in a Contract Amendment to reflect business/market conditions.

In addition, the Contractor must meet or exceed any sales quotas for specific product categories or promotions specified by the PA. In all cases, a sale will be deemed to have taken place at such time as the product has been delivered and/or installed and the CORCAN invoice has been generated.

The Total Sales tend to be constrained by production resources rather than the available market. The Contractor will maintain a diversified customer base in order to both maximize existing production capacity and to meet contractual sales objectives. The Contractor must recognize the importance of customer diversification as it spreads out the production more evenly throughout the fiscal year. Typically the majority of orders are from Federal customers who concentrate the 4th quarter production making it difficult to manufacture, deliver, install and invoice by March 31st, fiscal year end. Development of provincial, municipal and non-profit customers with varying fiscal budget year-ends is beneficial to boost CORCAN's quarter 1, 2, and 3 productions, thus also achieving the successful bidder's set targets.

SALES PROJECTION TABLE

	Total Sales
Initial Contract Period	\$ 6,000,000
Option Year 1	\$ 7,500,000

3.2 Sales Forecasting and Reporting

The Contractor must provide the PA with an annual territory sales plan which must include: a comprehensive sales forecast by market segment, account, and product line, broken out by quarter, which will meet or exceed the projections set by the PA each year. The annual plan must be submitted no later than thirty (30) days after the award date of the contract and every March 1st thereafter

The Contractor must also submit Monthly sales reports to the PA updating the forecasts and including a summary analysis of market conditions (i.e. competitive activity, key account activity, product/market intelligence, customer issues such as quality, service, and pricing). The reports must be submitted in a format prescribed by the PA no later than fifteen (15) days following the end of the previous month. The Contractor may be required to use different tools provided by the P.A, i.e: CRM, Sales Forces Management, etc.

3.3 Marketing Service

The Contractor must prepare and implement an annual Sales Marketing Activity Plan which includes marketing strategies and scheduled activities to maintain, expand and develop sales in the prescribed territory. The plan must focus on CORCAN's established customers and CORCAN's prioritized groups. The annual Sales Marketing Activity Plan must be submitted no later than 30 days following the award of the contract and every March 1st, thereafter. The Contractor must submit a quarterly progress review of the annual plan no later than 15 days following the previous quarter. Based on Federal Government Fiscal Year, the Contractor must also provide a Marketing Activity Report on a monthly and as when required basis.

The Contractor must distribute the sales literature provided by CORCAN to individual existing and potential customers within the territory. The distribution costs to individual customers will be paid by the Contractor.

The Contractor must participate in applicable local trade shows (with the prior approval of the PA) and assist the PA in the planning and participation in national trade shows, seminars, and sales conferences as may be required. The entrance fees for authorized participation in trade shows will be paid by CORCAN.

3.4 Customer Service

The Contractor must maintain contact with CORCAN customers in the sales territory to provide customer service before and after sales. The Contractor must inform the PA of any customer concerns including but not limited to product quality, product warranty, delivery and installation.

4. Tasks/Responsibilities

The Contractor must perform the following tasks but are not limited to:

1. Act as a brand ambassador within the CORCAN Business Lines and the external marketplace.
2. Responsible for leveraging the expertise of cross-functional business partners to achieve business goals.
3. Prepare product presentations for prospective or existing accounts.
4. Coordinate printing of marketing, and customer materials.
5. Responsible for maintaining and developing CORCAN image in all Points of Sale.
6. Develop and execute specific sales plans to achieve sales and margin targets.

7. Establish and maintain relationships with customers based upon CORCAN/CSC values.
8. Make sales calls to customers located within the Sales Territory to promote and sell CORCAN's products and installation services.
9. Broaden the customer base for CORCAN products and expand the territory coverage.
10. Inform CORCAN of any new product or market related opportunities, which could enhance CORCAN's business.
11. Consistently direct its efforts towards meeting or exceeding the annual sales projections and is expected to achieve at least 75% of each quarterly Sales Projection.
12. Provide customer service as required before and after the sale.

5. Deliverables

The Contractor must provide the following deliverables:

1. Provide completed Installation Checklist, example included may be modified to PA requests and legible sketch of modular furniture configuration to Inside Sales Support and Installation Services within 2 working days of meeting with customer.
2. When layouts, drawings or specifications are provided by Inside Sales Support, obtain customer's approval and send it to Inside Sales Support.
3. Provide the PA, when requested, an up to date market profile, customer list and customer profile.
4. Provide the PA with annual sales forecasts, quarterly marketing plans and ongoing reports on a quarterly and yearly basis or as requested.
5. Provide Sales and Marketing activities within the Sales territory to promote CORCAN's products and installation services for the duration of the contract.
6. The deliverables will be submitted in either English or in French language.
7. The format of deliverables will be determined by the P.A.

All deliverables provided under this contract are subject to inspection and acceptance by the PA. The PA has the right to reject or require revision of any reports or services deemed unacceptable before authorizing payment.

Delays in provision of deliverables: Should the Contractor not be available to provide the deliverables when required, the Contractor must report this to the PA, as soon as possible but no later than twenty four (24) hour period prior to the designated start time of the service or as soon as possible after the delay has occurred.

It is understood that the Contractor may not be able to meet the objectives set by the PA due to extenuating circumstances that may occur in CSC's Institutions IE:, Lock-Down, fire or any other emergency situation that necessitates the enforcement of security measures.

6. Correctional Service Canada responsibilities

6.1 During the contract period CSC will provide the following:

Inside Sales Service will be provided at the CORCAN RHQ 1484 Centennial Drive, Kingston, ON or other locations to be determined by CORCAN. Installation Services will also be provided by CORCAN.

Inside Sales Support to the Contractor will perform the following services:

1. Distribute promotional information to CORCAN customers.
2. Design custom office furniture layouts based on information provided by the Outside Sales Contractor.
3. Estimate the cost to supply the modular furniture based on the completed installation checklists and information provided by the Outside Sales Contractor.
4. Enter the Contractor's orders into CORCAN's automated ordering system.
5. Co-ordinate shipping and installations, taking into account the Client delivery requirements or restrictions, logistics for warehouse staging and phased shipments.

CORCAN is not providing an administrative support to the Contractor

6.2 Installation Services will perform the following:

1. Provide the cost to install the modular furniture for large installations, based on the completed installation checklists and information provided by Corcan representative.
2. Respond as necessary to unanticipated configuration and/or schedule changes during the installation.
3. Participate in the "walk through" inspection with the CORCAN representative and the customer, after the installation has been completed and make any necessary changes; deal promptly with deficiencies.
4. Provide warranty claim service for repair and/or replacement of defective parts.
5. Provide the signed customer acceptance forms to CORCAN.
6. Remove all packaging.

7. Meetings

A kick-off meeting will be scheduled after Contract Award by the PA. There will be meetings scheduled between the Contractor and the PA to discuss the status of the deliverables and direction of the Work.

The Contractor will meet with the PA at 340 Laurier Avenue West Ottawa, Ontario, on an as and when requested basis with a minimum of one (1) meeting per two weeks, to provide briefings on the status of sales within the Territory. Should circumstances necessitate a change in the location of the scheduled meeting(s), such change in location will be specified.

The Contractor must maintain close communication links with various regional and national levels of the CORCAN organization. This will include attending Regional and National CORCAN meetings. **The Contractor will not be paid for the time required to travel to and attend the meeting.**

Additional meetings will be scheduled as required but not less than one per month.

8. Language of Work

The Contractor must have the ability to communicate effectively in both official languages (English and French).

9. Location of Work / Sales Territory

The Sales Territory within the NCR* and Nunavut as defined below.

The **National Capital Region (NCR), also referred to as Canada's Capital Region, is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec, and surrounding urban and rural communities.*

Defined by the National Capital Act, the National Capital Region consists of an area of 4,715 km² (1,820.5 sq mi) that straddles the Ottawa River, which serves as the boundary between the provinces of Ontario and Quebec. The National Capital Region also refers a larger geographic area surrounding Ottawa and Gatineau. In addition to the Ottawa-Gatineau Census Metropolitan Area (CMA), this larger area includes Clarence-Rockland, and municipalities in the bordering Ontario counties of Prescott-Russell, Stormont-Dundas and Glengarry, Leeds-Grenville, Lanark, and Renfrew, Alfred and Plantagenet, Arnprior, Beckwith, Carleton Place, Casselman, Mississippi Mills, North Dundas, North Grenville, North Stormont, The Nation; as well as municipalities in Quebec's Outaouais region, due to their close economic and social ties with Ottawa. (i.e. Cantley, Chelsea, Denholm, La Pêche, L'Ange-Gardien, Pontiac, Val-des-Monts; Lochaber, Lochaber-Partie-Ouest, Low, Montebello, Notre-Dame-de-la-Salette, Papineauville, Plaisance, Thurso).

9.1 Changes to the Sales Territory

CORCAN reserves the right at any time to make changes to The Sales Territory boundaries as may be deemed necessary by the PA to respond to business conditions. Such changes would be authorized through a contract amendment.

10. Customers

The Contractor must provide services to CORCAN's customers: Federal, Provincial, and Municipal Governments as well as universities, colleges, and non-profit organizations within the NCR, and other markets as directed by the PA. CORCAN's customers will not normally include private sector accounts unless otherwise agreed to by the PA.

CORCAN reserves the right to designate House Accounts on a "case by case" basis. These accounts which are defined as accounts that will be serviced by CORCAN directly with no involvement of the Contractor and to which no commission or sales credit will be applied; i.e. these are initially limited to Correctional Services Canada, the Department of National Defence and the Canadian Security Intelligence Service and other organizations which operate on a national basis and any department or client with whom CORCAN has an agreement.

11. Travel

The Contractor's resource (s) must be able to travel within assigned territory, occasionally to various locations within Canada in the performance of the work.

The Contractor's resource (s) will be required to travel to CORCAN conferences and regional meetings outside the Zone in which they are providing services.

All travel must have the prior authorization in writing of the Project Authority.

12. Business Working Hours

Regular business hours will be from 07:00 to 18:00, Monday through Friday.

The Contractor's resources must be available to work outside regular business hours during the duration of the Contract. The Contractor may need to provide the resources on weekends and/or holidays.

13. Limitation and Constraints

1. Contractor's resource should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. The resource(s) are advised to call in advance of travel to ensure that planned access is still available.
2. Contractor's resource must have a valid driver's license at all times and notify CSC of any changes in status.
3. **Transition at Contract Commencement and Expiry:** During the last month of the resulting Contract, a process to provide a transition period of formal and on-the-job training to personnel who will be providing the next on-site service may be required; in which the PA may task the proposed Contractor to provide its on-site personnel for training during the month transition period, if applicable.
4. The Contractor may be required to collaborate with other Contractors. Such activities may involve giving or receiving advice to/from another Contractor in the form of briefings, lectures, or any other kinds of collaboration required to accomplish the Work. The Contractor must perform such tasks in a diligent and timely manner upon the request of Canada.

Exclusivity: The Contractor must promote and sell CORCAN goods and services exclusively. The Contractor must not sell or be connected with competing products or services or like products or services that conflict with CORCAN's market through any division or subsidiary of the Contractor's corporation in accordance with the Non-competitive Certifications in the Certifications Precedent to Contract Award.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid a commission rate based on the sales forecast below in the performance of this Contract, Applicable Taxes extra.

During the contract period the Contractor will be paid the commission rate stated below, based on its annual cumulative invoiced net furniture sales value as calculated by CORCAN. In all cases, a sale will be deemed to have taken place at such time as the product has been delivered and/or installed and the CORCAN invoice has been generated. The net furniture sales invoiced value does not include installation, applicable taxes or shipping fees. The price of all CORCAN products includes 8% fee for shipping (unless otherwise stated), which will be deducted from the invoice price to calculate the net invoiced value.

The commission rate will include all costs, expenses, labour, overheads and profit. There will be no other amounts paid to the Contractor except for authorized travel and living costs as stated in the clause entitled "Travel and Living Expenses". The commission rate does not include GST which must be shown as a separate item on all invoices.

If requested the Contractor may be paid an advance of up to \$2,000.00 per month on future commission based on the level of effort and pending sales as indicated on sales and marketing reports submitted to the Technical Authority. The Contractor must repay to Canada any outstanding amounts drawn against commission, within 3 months after the contract expiry.

Any orders attributable to the Contractor which are invoiced within 3 months after the contract expiry will result in a reduced commission. The reduced commission will be 50% of the net invoiced value.

The commission shall be paid on the cumulative net invoiced value for each year of the Contract. This amount would be reset to zero at the beginning of each Contract year. The values from the sales projection table for each year and zone would be used to evaluate each bid.

Initial Contract period from contract award date to XXXXX (Dates to be inserted at Contract award)

Sales Representative	Resource Name	% Commission \$0 to \$1000000 (sales)	% Commission \$1,000,001 to \$2,000,000 (sales)	% Commission Over \$2,000,000 (sales)	Total
Sales Representative 1					
Sales Representative 2					
Sales Representative 3					
			TOTAL:		

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid, in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

Option Year 1 – From XXXXX, 201X to XXXXXX, 201X (dates to be inserted at Contract award)

Sales Representative	Resource Name	% Commission \$0 to \$1,000,000 (sales)	% Commission \$1,000,001 to \$2,000,000 (sales)	% Commission Over \$2,000,000 (sales)	Total
Sales Representative 1					
Sales Representative 2					
Sales Representative 3					
				TOTAL:	

3.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ *To Be Inserted at Contract Award* are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

4.0 Payment by Credit Card

Canada requests that bidders complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment.

The following credit card(s) are accepted:

Master Card: _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment.

The bidder is not obligated to accept payment by credit card.

Acceptance of credit cards for payment will not be considered as an evaluation criteria.

Annex C – Security Requirement Check List

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SEP 22 2016



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

21120-17- 243 5068

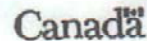
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CSC-SCC	2. Branch or Directorate / Direction générale ou Direction CORCAN
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET <input type="checkbox"/>
	TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) <input type="checkbox"/>
	TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel:
 Document Number / Numéro du document: No / Non Yes / Oui

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

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

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

Special comments:
 Commentaires spéciaux: _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					CONSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
N/A																
Information / Assets / Informations / Biens / Production																
IT Media / Support IT / IT Link / Lien électronique																

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

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

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

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

PART D - AUTHORIZATION / PART E - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Youssef Mani	A/ Sr. Director of Operations	
Telephone No. - N° de téléphone (613) 996-3320	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel youssef.mani@cscc-scc.gc.ca
		Date 2.16/09/19.

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
ROBERT WATTIE	Contract Security Analyst	
Telephone No. - N° de téléphone 613-944-6665	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Sept 20/16.

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Anna Kurylo Contract Security Officer, Contract Security Division Anna.Kurylo@cscc-pwgsc.gc.ca		
Telephone No. - N° de téléphone Tel: 613-957-1258	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Oct 17, 2016



Annex D Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria
- Rated Technical Criteria

It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



MANDATORY TECHNICAL CRITERIA

** Where a Bidder proposes more than one (1) resource, a separate technical evaluation will be conducted for each proposed resource.*

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The Bidder's resource(s) must have a minimum of five (5) years experience selling goods and/or services.</p> <p>The Bidder must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client or Department and contact information; 2. The total number of months of experience performing each of the above mentioned areas of expertise. 3. The start and end dates of the assignment(s); 4. Details about the work performed by the Bidder on the assignment(s) including deliverables; 5. A professional reference that can attest the Bidder's experience. <p>The Bidder's experience must have been acquired in the past eight (8) years prior to date of bid closing.</p>		
M2	<p>The Bidder must provide a detailed CV for each of the proposed resource(s) which include all relevant information.</p> <p>The Bidder must include, as a minimum, in their CV:</p> <ol style="list-style-type: none"> 1. Employment history 2. Educational credentials, including Professional certifications 3. Professional training; 4. A minimum of three (3) references 		
M3	<p>The Bidder's resource (s) must have completed as Lead Sales, two (2) <u>Major Sales Projects</u>*.</p> <p>The Bidder must include, as a minimum, for each project submitted:</p>		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
	<ol style="list-style-type: none"> 1. Name of the client or Department and contact information; 2. The total dollar value of the sale(s); 3. The start and end dates of the projects; 4. The type(s) of goods and/or services that were sold; 5. Details about the work performed by the proposed resource on the projects; 6. A professional reference that can attest the Bidder's experience. <p>Overlap is acceptable when referencing more than one project.</p> <p>The Bidder/Resource must demonstrate compliance in written format which does not exceed one (1) page per project cited.</p> <p>A <u>Major Sales Project*</u> must have the following:</p> <p>A minimum dollar value of \$500,000.00 (taxes not included)</p> <p>A minimum of 2 types of Goods and/or Services</p> <p>Must include all of the following milestones/steps</p> <ul style="list-style-type: none"> • Identification of client • Initial contact with client • Identification of client needs • Preparation of a formal quote • Negotiation with client • Delivery of the Goods/Services • Follow up(s) with client <p>The projects must have been completed in the last five (5) years prior to date of bid closing.</p>		
M4	<p>The Bidder's resource(s) must have a valid Driver's License and regular access to personal vehicle.</p> <p>The Bidder must include, as a minimum:</p>		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
	<ol style="list-style-type: none"> The name of the resource Copy of valid driver's license 		

POINT RATED TECHNICAL CRITERIA

#	Point Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	<p>The Bidder's proposed resource(s) has experience above and beyond that which is required in M1.</p> <p>The Bidder must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> Name of the client or Department and contact information; The total number of months of experience performing each of the above mentioned areas of expertise. The start and end dates of the assignment(s); Details about the work performed by the Bidder on the assignment(s) including deliverables; A professional reference that can attest the Bidder's experience. <p>The Bidder's resource (s) experience must have been acquired in the past twelve (12) years prior to date of bid closing.</p>	<p>2 points per additional year of experience</p> <p>MAX 10 points</p>	
R2	<p>The Bidder's proposed resource (s) has completed Major Sales Projects above and beyond that which is required in M3.</p> <p>The Bidder must include, as a minimum, for each project submitted:</p> <ol style="list-style-type: none"> Name of the client or Department and contact information; The total dollar value of the sale(s); The start and end dates of the projects; The type(s) of goods and/or services that were sold; Details about the work performed by the proposed resource on the 	<p>5 points for each additional project (s)</p> <p>MAX 20 points</p>	



	<p>projects; 6. A professional reference that can attest the Bidder's experience.</p> <p>In order for the projects to count, they must have been completed within the past ten (10) years.</p> <p>Overlap is acceptable when referencing more than one project.</p>		
R3	<p>The Bidder's proposed resource(s) has completed seminars and/or training courses for sales & marketing for products and marketing.</p> <p>Bidders must include, as a minimum:</p> <ol style="list-style-type: none"> 1. The name of the training course(s) 2. The provider of the course(s) 3. The subject matter that was covered in the course(s) 4. Proof that the course(s) were taken IE: a certificate, receipt, etc. <p>The Bidder's resource (s) must have completed seminars and /or training courses in the past six (6) years prior to date of bid closing.</p>	<p>One (1) point per course up to a maximum of five (5) points.</p> <p>MAX 5 points</p>	
R4	<p>The Bidder's proposed resource(s) has experience in providing marketing services.</p> <p>The Bidder must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client or Department and contact information; 2. The total number of months of experience performing each of the above mentioned areas of expertise. 3. The start and end dates of the assignment(s); 4. Details about the work performed by the Bidder on the assignment(s) including deliverables; 5. A professional reference that can attest the Bidder's experience. <p>The proposed resource's experience must have been acquired in the past twelve (12) years prior to date of bid closing.</p>	<p>Less than 12 months = 0 points</p> <p>13 months to 36 months years = 1 point</p> <p>37 months to 60 months = 2 points</p> <p>61 months to 84 months= 3 points</p> <p>85 months to 120 months = 4 points</p> <p>Over 121 months years =5 Points</p> <p>MAX 5 points</p>	



<p>R5</p>	<p>The Bidder's proposed resource (s) has completed sales project (s) sold by its organization.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client or Department and contact information; 2. The start and end dates of the assignment(s) / activities; 3. The type(s) of goods and/or services that were sold; and 4. A professional reference that can attest the resource's experience. <p>The experience must have been acquired in the past five (5) years prior to date of bid closing.</p>	<p>Services sales project =7 Points</p> <p>Goods sales project= 7 Points</p> <p>Construction sales project = 5 points</p> <p>MAX 19 points</p>	
<p>R6</p>	<p>The Bidder's resource (s) has experience with a sales management system e.g. CRM, Sales Force Management.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client or Department and contact information; 2. The start and end dates of the assignment(s) / activities; 3. The type(s) of goods and/or services that were sold; and 4. A professional reference that can attest the resource's experience. 5. Name of the system <p>The Bidder's resource (s) experience must have been acquired in the past seven (7) years prior to date of bid closing.</p>	<p>Less than 12 months = 0 points</p> <p>13 months to 24 months = 1 point</p> <p>25 months to 48 months = 2 points</p> <p>Over 49 months = 3 points</p> <p>MAX 3 points</p>	
<p>R7</p>	<p>The Bidder's resource(s) has completed projects with different types of sales experience.</p> <p>Bidders must include, as a minimum:</p> <ol style="list-style-type: none"> 1. The start and end dates of the projects; 2. The type(s) of goods and/or services that were sold; 3. Details about the work performed by the Bidder on the projects; 4. A contact person of reference that can verify the Work. 5. Sales \$\$\$ <p>Overlap is acceptable when</p>	<p>Experience selling to business customers =1 Point</p> <p>Experience selling to government customers** =3 Points</p> <p>Experience cold calling to customers by phone or in person =2 Points</p>	



	<p>referencing more than one project.</p> <ul style="list-style-type: none"> Overlap is acceptable when referencing more than one project. Bidders may have performed more than one (1) type of activity per project. <p>The experience must have been acquired in the past five (5) years prior to date of bid closing. **Government is defined as Federal, Provincial (including universities, colleges and hospitals), Municipal or Territorial</p>	<p>Experience installing system furniture = 1 Points</p> <p>MAX 7 points</p>	
<p>R8</p>	<p>The Bidder's resource(s) has experience in Business Analysis.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> Name of the client or Department and contact information; The start and end dates of the assignment(s) / activities; The type(s) of goods and/or services that were sold; and A professional reference that can attest the resource's experience. <p>The Bidder's resource (s) experience must have been acquired in the past six (6) years prior to date of bid closing.</p>	<p>Less than 12 months of experience = 0 point</p> <p>13 months to 24 months of experience = 3 points</p> <p>25 months to 36 months of experience = 6 points</p> <p>More than 37months of experience = 9 points</p> <p>MAX 9 points</p>	
<p>R9</p>	<p>The Bidder's resource (s) has experience in making presentation.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> Name of the client or Department and contact information; The start and end dates of the assignment(s) / activities; The type(s) of goods and/or services that were sold; and A professional reference that can attest the resource's 	<p>Less than 12 months of experience = 0 point</p> <p>13 months to 24 months of experience = 3 points</p> <p>25 months to 36</p>	



	experience. The Bidder's resource (s) experience must have been acquired in the past six (6) years prior to date of bid closing.	months of experience = 6 points More than 37months of experience = 9 points MAX 9 points	
	Total # of points	87	
	Minimum Score Required:	57/87	



ANNEX E
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) - [Labour's website](#).

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



Annex F – Client Allocation/ List of Clients

The allocation of the departments for the Sales Representative 1, Sales Representative 2 and Sales Representative 3 will be based on Column G - Attribution SR 1, SR2 and SR3 based on the average sales in the last 3 years. If the Bidder proposes more than one Sales Representative, each Sales Representative will be evaluated separately. Please note that Correctional Service Canada (CSC), Public Safety Canada, Department of National Defence (DND) and Department of Fisheries and Ocean Canada (DFO) have been removed from the this list of clients since these Departments will be managed internally by CORCAN Account Managers. CORCAN reserves the right to make changes to this list.

CLIENTS	13-14	14-15	15-16	Average Sales/Moy. ventes	% Average sales/% ventes moy.	Allocation/ Attribution
PUBLIC SERVICES AND PROCUREMENT CANADA/SERVICES PUBLICS ET APPROVISIONNEMENT CANADA-127	\$468,409	\$869,141	\$1,793,908	\$1,043,819	20.6%	SR1
HEALTH CANADA/SANTÉ CANADA-022	\$797,670	\$424,943	\$498,701	\$573,771	11.3%	SR2
ENVIRONMENT CANADA/ENVIRONNEMENT CANADA - 007	\$2,646	\$747,667	\$486,912	\$412,408	8.1%	SR3
INDIGENOUS AND NORTHERN AFFAIRS CANADA/AFFAIRES AUTOCHTONES ET DU NORD CANADA-042	\$26,562	\$768,968	\$390,652	\$395,394	7.8%	SR1



INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT CANADA/INNOVATION < SCIENCES ET DÉVELOPPEMENT ÉCONOMIQUE CANADA-033	\$5,317	\$30,787	\$1,128,357	\$388,153	7.7%	SR2
TREASURY BOARD OF CANADA SECRETARIAT/SECRETARIAT DU CONSEIL DU TRÉSOR DU CANADA - 056	\$3,803	\$601,364	\$333,933	\$313,033	6.2%	SR3
STATISTICS CANADA - 054	\$601,041	\$41,746	\$175,971	\$272,919	5.4%	SR1
SHARED SERVICES CANADA/SERVICES PARTAGES CANADA - 163	\$673,676	\$128,727	\$314	\$267,572	5.3%	SR2
NATURAL RESOURCES CANADA - 041	\$220,728	\$225,131	\$19,696	\$155,185	3.1%	SR3
PARKS CANADA/PARCS CANADA - 124	\$88,937	\$344,293	\$10,573	\$147,934	2.9%	SR1
DEPARTMENT OF JUSTICE/MINISTÈRE DE LA JUSTICE - 013	\$308,777	\$19,073	\$69,225	\$132,358	2.6%	SR2
MILITARY POLICE COMPLAINTS COMMISSION OF CANADA/COMMISSION D'EXAMEN DES PLAINTES CONCERNANT LA POLICE MILITAIRE DU CANADA - 137	\$0	\$378	\$225,459	\$75,279	2.2%	SR3



CANADA BORDER SERVICES AGENCY/AGENCE DES SERVICES FRONTALIERS DU CANADA - 085	\$136,583	\$67,866	\$118,080	\$107,510	2.1%	SR1
THE GOVERNOR GENERAL OF CANADA/LE GOUVERNEUR GÉNÉRAL DU CANADA- 008	\$132	\$1,739	\$305,031	\$102,301	2.0%	SR2
PUBLIC SAFETY & EMERGENCY PREPAREDNESS/SÉCURITÉ PUBLIQUE ET DE LA PROTECTION CIVILE - 088	\$101,223	\$126,928	\$61,236	\$96,462	1.9%	SR3
ROYAL CANADIAN MOUNTED POLICE/GENDARMERIE ROYALE DU CANADA - 030	\$1,405	\$8,135	\$273,166	\$94,235	1.9%	SR1
PUBLIC PROSECUTION SERVICE OF CANADA/SERVICE DES POURSUITES PÉNALES DU CANADA-019	\$136,925	\$46,710	\$34,317	\$72,651	1.4%	SR2
IMMIGRATION AND REFUGEE BOARD OF CANADA/COMMISSION DE L'IMMIGRATION ET DU STATUT DE RÉFUGIÉ DU CANADA - 032	\$33,635	\$104,739	\$19,048	\$52,474	1.0%	SR3
CANADA REVENUE AGENCY/AGENCE DU REVENU DU CANADA - 130	\$50,030	\$63,413	\$1,561	\$38,335	0.8%	SR3



CANADA SCHOOL OF PUBLIC SERVICE/ÉCOLE DE LA FONCTION PUBLIQUE DU CANADA - 052	\$16,420	\$59,181	\$0	\$25,200	0.7%	SR3
OFFICE OF THE CHIEF ELECTORAL OFFICER/LE BUREAU DU DIRECTEUR GÉNÉRAL DES ELECTIONS DU CANADA - 015	\$33,390	\$0	\$0	\$11,130	0.7%	SR3
SHEPHERDS OF GOOD HOPE/LÉS BERGES DE L'ESPOIR	\$39,745	\$0	\$6,102	\$15,282	0.5%	SR3
NUNAVUT HOUSING CORPORATION/SOCIÉTÉ D'HABITATION DU NUNAVUT	\$30,528	\$13,408	\$0	\$14,645	0.4%	SR3
ADMINISTRATIVE TRIBUNALS SUPPORT SERVICE OF CANADA/SERVICE CANADIEN D'APPUI AUX TRIBUNAUX ADMINISTRATIFS	\$0	\$0	\$18,899	\$6,300	0.4%	SR3
IMMIGRATION AND CITIZENSHIP/IMMIGRATION ET CITOYENNETÉ - 050	\$12,408	\$13,085	\$13,733	\$13,075	0.3%	SR3
CANADIAN HERITAGE/PATRIMOINE CANADIEN - 135	\$13,673	\$15,335	\$7,233	\$12,081	0.2%	SR3



COURTS ADMINISTRATION SERVICE/SERVICE ADMINISTRATIF DES TRIBUNAUX JUDICIAIRES - 144	\$0	\$9,310	\$10,950	\$6,753	0.2%	SR3
TRANSPORT CANADA/TRANSPORTS CANADA - 034	\$1,753	\$704	\$27,432	\$9,963	0.2%	SR3
SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL/CONSEIL DE RECHERCHES EN SCIENCES HUMAINES - 063	\$10,358	\$6,978	\$9,433	\$8,923	0.2%	SR3
HUMAN RESOURCES SKILLS DEVELOPMENT/RESSO URCES HUMAINES ET DÉVELOPPEMENT DES COMPÉTENCES CANADA- 014	\$23,400	\$785	\$934	\$8,373	0.2%	SR3
MINWAASHIN LODGE/HÉBERGEMEN T MINWAASHIN	\$8,346	\$0	\$0	\$2,782	0.2%	SR3
NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA/CONSEIL DE RECHERCHES EN SCIENCES NATURELLES ET EN GÉNIE DU CANADA - 027	\$9,620	\$3,307	\$7,282	\$6,736	0.1%	SR3
PRIVY COUNCIL OFFICE/BUREAU DU CONSEIL PRIVÉ - 025	\$7,407	\$6,639	\$4,428	\$6,158	0.1%	SR3



Employment & Social Development Canada/Emploi et Développement social Canada	\$0	\$1,055	\$8,468	\$3,174	0.1%	SR3
FISHERIES AND OCEANS CANADA/PÊCHES ET OCÉANS CANADA - 086	\$7,168	\$1,441	\$1,653	\$3,420	0.1%	SR3
CANADIAN INTERNATIONAL TRADE TRIBUNAL/TRIBUNAL CANADIEN DU COMMERCE EXTÉRIEUR - 045	\$3,238	\$0	\$0	\$1,079	0.1%	SR3
CANADIAN FOOD INSPECTION AGENCY/AGENCE CANADIENNE D'INSPECTION DES ALIMENTS - 136	\$4,003	\$2,697	\$2,710	\$3,136	0.1%	SR3
LIBRARY AND ARCHIVES CANADA/BIBLIOTHEQUE ET ARCHIVES CANADA - 145	\$2,336	\$0	\$0	\$779	0.0%	SR3
CANADIAN HUMAN RIGHTS COMMISSION/COMMISSION CANADIENNE DES DROITS DE LA PERSONNE - 075	\$844	\$1,237	\$3,392	\$1,825	0.0%	SR3
GLOBAL AFFAIRS CANADA/AFFAIRES MONDIALES CANADA - 005	\$1,297	\$0	\$0	\$432	0.0%	SR3



PUBLIC SERVICE COMMISSION OF CANADA/COMMISSION DE LA FONCTION PUBLIQUE DU CANADA - 004	\$128	\$915	\$1,373	\$805	0.0%	SR3
SUPREME COURT OF CANADA/SUPRÊME DU CANADA - 080	\$0	\$503	\$0	\$168	0.0%	SR3
OFFICE OF THE AUDITOR GENERAL OF CANADA/BUREAU DU VÉRIFICATEUR GÉNÉRAL DU CANADA- 002	\$480	\$0	\$0	\$160	0.0%	SR3
ASSOCIATION OF PROFESSIONAL EXECUTIVES OF THE PUBLIC SERVICE OF CANADA/SYMPOSIUM DE L'ASSOCIATION PROFESSIONNELLES DES CADRES DE LA FONCTION PUBLIQUE DU CANADA	\$0	\$380	\$0	\$127	0.0%	SR3
CANADA SCIENCE & TECHNOLOGY MUSEUM CORPORATION/SOCIÉTÉ DES MUSÉES DE SCIENCES ET TECHNOLOGIES DU CANADA	\$325	\$332	\$260	\$306	0.0%	SR3



PUBLIC SERVANTS DISCLOSURE PROTECTION TRIBUNAL CANADA/TRIBUNAL DE LA PROTECTION DES FONCTIONNAIRES DIVULGATEURS CANADA - 048	\$88	\$0	\$0	\$29	0.0%	SR3
INFRASTRUCTURE CANADA/INFRASTRUC TURE CANADA- 142	\$44	\$183	\$12	\$80	0.0%	SR3
BANK OF CANADA/BANQUE DU CANADA	\$0	\$60	\$0	\$20	0.0%	SR3
FEDERAL ECONOMIC DEVELOPMENT AGENCY FOR SOUTHERN ONTARIO/AGENCES FÉDÉRALE DE DÉVELOPPEMENT ÉCONOMIQUE POUR LE SUD DE L'ONTARIO- 062	\$0	\$46	\$49	\$31	0.0%	SR3
INTERNATIONAL JOINT COMMISSION/COMMI SSION MIXTE INTERNATIONALE - 024	\$46		\$0	\$23	0.0%	SR3

Total SR1 **\$2,061,811** Sales - Rep. Ranked #1 as per Basis of Selection

Total SR2 **\$1,536,807** Sales - Rep. Ranked #2 as per Basis of Selection

Total SR3 **\$1,308,343** Sales - Rep. Ranked #3 as per Basis of Selection

\$4,906,962