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Industry Canada / Industrie Canada
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 Ottawa, Ontario
 K1A 0H5
 Attention: Melyssa Zawadka
 (RFP# IC401634)

**REQUEST FOR PROPOSAL
 DEMANDE DE PROPOSITION**
Proposal To: Industry 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: Industrie 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
 annexes ci-jointes, les biens, services et construction
 énumérés ici sur toute feuille ci-annexées, au(x) prix
 indiqué(s).

Comments - Commentaires
**This document contains a Security
 Requirement**

Vendor/Firm Name and address
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 Ottawa, Ontario K1A 0H5

Title – Sujet Survey of Digital Technology and Internet Use.	
Solicitation No. – N° de l'invitation IC401634	Date November 14, 2016
Client Reference No. – N° référence du client -	
GETS Reference No. – N° de reference de SEAG -	
File No. – N° de dossier -	CCC No. / N° CCC - FMS No. / N° VME -
Solicitation Closes – L'invitation prend fin At 3:00 PM on November 29, 2016 à 15h00, le 29 novembre 2016	Time Zone / Fuseau horaire Eastern Standard Time (EST) / Heure de l'Est
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to :- Adresser toutes questions à: ic.sittgppcontracting-gppdemandedecontratstit.ic@canada.ca	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone : 343-291-3848	FAX No. – N° de FAX
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	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

**TASK AND SOLUTIONS PROFESSIONAL SERVICES
(TSPS)
SUPPLY ARRANGEMENT (SA)**

REQUEST FOR PROPOSAL (RFP)

FOR THE REQUIREMENT OF

**BUSINESS CONSULTING/CHANGE
MANAGEMENT SERVICES FOR THE
DIGITAL POLICY BRANCH**

FOR THE

**DEPARTMENT OF INNOVATION, SCIENCE AND
ECONOMIC DEVELOPMENT (ISED) STYLES AS
INDUSTRY CANADA**

This RFP is issued against the Task and Solutions Professional Services Supply Arrangements (TSPS SA), PWGSC File No. **E60ZT-16TSSB/B**. All terms and conditions of the TSPS SA apply and must be incorporated into any resulting contract.

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TITLE

Survey of Digital Technology and Internet Use

Bid solicitation # IC401634 issued under the framework of the Task and Solutions Professional Services (TSPS) method of supply (E60ZT-16TSSB/B), for the provision of the following professional services: to conduct and develop a survey to collect factual information on current digital technology and Internet use in the Canadian private sector.

PART 1 – GENERAL INFORMATION

1.1 Introduction

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

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

The Attachments include the List of Suppliers, Pricing Schedule, Evaluation Procedures and Certifications Required with the Bid.

The Annexes include the Statement of Work and Basis of Payment.

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

1.2 Summary

1.2.1 This bid solicitation is being issued to satisfy the requirement of Industry Canada [the “Client”] for the provision of Task and Solutions Professional Services. Industry Canada is seeking to establish a contract to conduct and develop a survey to collect factual information on current digital technology and Internet use in the Canadian private sector. It is intended to result in the award of one (1) contract for a period commencing from date of contract award to March 31st, 2017.

1.2.2 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Korea Free Trade Agreement (CKFTA), the Canada-Columbia Free Trade Agreement (CColFTA), the Canada-Honduras Free Trade Agreement (CHFTA), and the Canada-Panama Free Trade Agreement (CPanFTA).

1.2.3 The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.3 Debriefings

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

ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS

This list will not be updated if additional suppliers request to be and are invited to submit a proposal.

1. FMC Professionnals Inc & Lean Advisors Inc. In Joint Venture
2. Groupe Intersol Group Ltee.
3. Hart & Associates Management Consultants Ltd
4. HDR Corporation
5. Hickling, Arthurs, Low Corporation
6. Kelly Sears Consulting Group
7. LNW Consulting Inc
8. Power Analysis Inc.
9. PRA Inc.
10. PROGRAM EVALUATION AND BEYOND INC.
11. R.A. Malatest & Associates Ltd.
12. Raymond Chabot Grant Thornton Consulting Inc.
13. RESEAU CIRCUM INC.
14. Science-Metrix Inc.
15. The Strategic Review Group Inc.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 3 of Section 01, Integrity Provisions - Bid, of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are currently directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
- b. These bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

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

Delete: 60 days

Insert: 90 calendar days.

2.1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

2.2 Submission of Bids

Bids must be submitted only to the location and 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 electronic mail will not be accepted.

2.3 Inquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.

2.5 Basis for Canada's Ownership of Intellectual Property

Industry Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#) on the following grounds:

Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:

To generate knowledge and information for public dissemination.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies);
Section II: Financial Bid (2 hard copies);
Section III: Certifications (2 hard copies).

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.
- (c) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (d) include a table of contents.

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

To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 6.5, Payment, of Part 6 of the bid solicitation.
- D. All prices included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the allowable travel and living expenses for services to be provided outside of the NCR.
- E. Bidders should include the following information in their financial bid:
 - 1 Their legal name;
 - 2 Their Procurement Business Number (PBN); and
 - 3 The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

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

The prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
- b any travel expenses for travel between the Contractor's place of business and the NCR; and
- c any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid a firm price of \$_____, Services Tax or Harmonized Sales Tax extra, if applicable.

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 Specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation in the Work.

Milestone No.	Deliverable	Firm Amount	Delivery Date
1.	<p>Methodology Report</p> <p>Deliverables:</p> <p>1.1. Deliver a work plan including timelines for the project and deliverables;</p> <p>1.2. Deliver a finalized survey questionnaire in both official languages;</p> <p>1.3. Deliver a methodology report explaining the sampling strategy for employment size and industry groupings and the objective for the number of respondents.</p>	\$ _____	<p>1.1. Within one weeks after contract being awarded;</p> <p>1.2. Within three weeks after contract being awarded;</p> <p>1.3. Within four weeks after contract is awarded.</p>
2.	<p>Final Report</p> <p>Deliverables:</p> <p>1.4. deliver a progress report on data collection;</p> <p>1.5. deliver a final report on data collection.</p>	\$ _____	<p>1.4. Within three weeks after the start of data collection;</p> <p>1.5. On or by March 10th, 2017.</p>

Milestone No.	Deliverable	Firm Amount	Delivery Date
3.	PowerPoint Deck Deliverables: 1.6. deliver a clean Excel data file with estimates by employment size and industry groupings as well as margins of errors for all the estimates; 1.7. deliver a PowerPoint slide deck presenting/analysing the results of the survey.	\$ _____	1.6. By March 24 th , 2017; 1.7. By March 24 th , 2017.
	Total Evaluated Price (excluding GST/HST)	\$ _____	

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.”

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.



- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.1.1.4. Mandatory Financial Criteria

Refer to Attachment 1 to Part 4. Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit (70%) and Price (30%)

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

4.2.1.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.1.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.1.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

4.2.1.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

4.2.1.8. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.2.1.9. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 140 and the lowest evaluated price is \$80,000 (80).

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)				
Bidder		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		110/140	125/140	130/140
Bid Evaluated Price		C\$90,000	C\$95,000	C\$80,000*
Calculations	Technical Merit Points	$110/140 \times 70 = 54.99$	$125/140 \times 70 = 62.49$	$130/140 \times 70 = 64.99$
	Price Points	$80/90 \times 30 = 26.66$	$80/95 \times 30 = 25.26$	$80/80 \times 30 = 30.00$
Combined Rating		81.65	87.75	94.99
Overall Rating		3rd	2nd	1st

* represents the lowest evaluated price

ATTACHMENT 1 TO PART 4, EVALUATION PROCEDURES

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Bidder		Referenced Section/Page in Bidder's Proposal
Experience		
Number	Mandatory Technical Criterion	
MT1	The Bidder must provide three (3) completed projects demonstrating experience in conducting surveys including at least two (2) surveys of businesses for three (3) separate clients within the past two (2) years from date of bid closing.	
MT2	<p>The Bidder must demonstrate that as a research company they have experience in performing the following tasks as described in this RFP.</p> <ul style="list-style-type: none"> • Developing survey questionnaires; • Developing sampling strategies; • Developing weighting strategies; • Developing data collection strategies; • Preparing statistically valid estimates; and • Analysing survey results. <p>For each identified tasks above, the Bidder must identify the following:</p> <ul style="list-style-type: none"> • The project on which work was done • The client for who the work was done • How the work was similar to the one identified in the RFP. 	
The Bidder's Proposed Resources		Referenced Section/Page in Bidder's Proposal
Experience		
Number	Mandatory Technical Criterion	
MT3	<p>The Bidder must provide a curriculum vitae (CV) for each proposed resources, including any backups identified. For each proposed resources including backups, the CV must clearly identify the experience related to the functions for which the resource is being proposed by providing a short description of two(2) projects they have conducted. The description must identify the role of that the proposed resource took on during the project</p> <p>All information must appear in a CV-style format. Supporting documents must be attached.</p>	
MT4	The financial proposal must be submitted as a separate document to the technical proposal (NO FINANCIAL INFORMATION FROM THE FINANCIAL PROPOSAL MAY APPEAR IN THE TECHNICAL PROPOSAL).	

2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria.

Bids will be evaluated and scored as specified in the tables inserted below. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (RT) and Scores		Required Minimum Number of Points	Maximum Number of Points
RT1	Work plan	14	20
RT2	Sampling strategy	21	30
RT3	Data collection strategy	21	30
RT4	Quality assurance strategy	21	30
RT5	Bidder's survey experience	21	30
Total Technical Score: 140 Points			
Overall Minimum Score of 75% required = 105 points			

Number	Point Rated Technical Criterion	Scoring Criteria	Maximum Points
RT1	<p>The Bidder should propose a work plan for the required survey describing how the project will be organized and a work schedule for each stage of the project. The plan should describe, at a minimum, the following key steps:</p> <ul style="list-style-type: none"> • Questionnaire design • Sampling strategy • Data collection • Estimates • PowerPoint slide deck presenting survey results 	<p>Point will be allocated as follows:</p> <p>Up to 10 points for how the project will be organized (various stages and associated FTEs).</p> <p>Up to 10 points for the proposed work schedule.</p>	20
RT2	<p>The Bidder must propose a sampling methodology for this survey, including the source of the sample. The sampling strategy should include at a minimum the following:</p> <ul style="list-style-type: none"> • Adequacy of the data source to be stratified to have a representative sample • Size of the sample • How the sample will be drawn • Evidence that the businesses surveyed are representative of the Canadian business sector in terms of employment sizes and major industry sectors 	<p>Point will be allocated as follows:</p> <p>Up to 10 points for the sample source.</p> <p>Up to 10 points for the sample size.</p> <p>Up to 10 points for the sampling methodology to guarantee a statistical representative sample based on employment size and industry.</p>	30
RT3	<p>The Bidder should propose a data collection strategy (by telephone, Web, mail, etc.) and explain how the strategy will maximize the participation rate</p>	<p>Point will be allocated as follows:</p> <p>Up to 15 points for the proposed</p>	30

	and guarantee a minimum number of respondents.	<p>data collection strategy</p> <p>Up to 15 points for the justification for the use of the proposed strategy.</p>	
RT4	<p>The Bidder should outline a quality assurance strategy to guarantee: the quality of the data collected; that the estimates are statistically valid and that the data file is ready to be used by IC. At a minimum the bidder must explain how it plans to:</p> <ul style="list-style-type: none"> • Insure that the questionnaire is completed by a person knowledgeable of technologies used by the business. • Methodology to generate estimates (weights to be used, identification of outliers, etc.) • Identify and mitigate risks 	<p>Points will be allocated as follows:</p> <p>Up to 10 points for the strategy to insure the questionnaire is completed by the right person with the business.</p> <p>Up to 10 points for the estimates methodology</p> <p>Up to 10 points for a plan to identify and mitigate risks.</p>	30
RT5	<p>Further to the Bidder's three (3) completed projects submitted in MT1, points will be allocated as follows:.</p> <ul style="list-style-type: none"> • Points will be allocated for experience with surveys as follows: <ul style="list-style-type: none"> ○ Six (6) points for experience with businesses surveys ○ Two (2) points for experience with consumers/individuals surveys • Points will be awarded for the scale of the project as follows: <ul style="list-style-type: none"> ○ Four (4) points for more than 2,000 respondents ○ Two (2) points for 2,000 respondents or less. 	<p>Points will be allocated as follows:</p> <p>6 points for experience in conducting business surveys (up to 18 points)</p> <p>2 points for experience in conducting consumers/individuals surveys (up to 6 points)</p> <p>4 points for surveys with more than 2,000 respondents (up to 12 points)</p> <p>2 points for surveys with 2,000 respondents or less (up to 6 points)</p>	30

3. Mandatory Financial Criteria

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive. Each criterion should be addressed separately.

Mandatory Financial Criteria (MF)		
Number	Mandatory Financial Criterion	Bid Preparation Instructions
MF1	The total cost of the Bidder's financial proposal must not exceed \$98,500.00 CAD excluding applicable taxes.	

PART 5 – CERTIFICATIONS

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

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

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

Bidders should provide the required certifications in Section III of their bid.

5.1. Certifications Required with the Bid

Bidders must submit as part of their bid the certifications included in Attachment 1 to Part 5, Certifications Required with the Bid, duly completed.

5.1.1. Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.1.2. 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.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

ATTACHMENT 1 to PART 5, CERTIFICATIONS REQUIRED WITH THE BID

1. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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; and

(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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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. 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.

PART 6 – RESULTING CONTRACT CLAUSES

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A and the Contractor's technical bid dated _____.

6.2. Standard Clauses and Conditions

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

6.2.1. General Conditions

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

6.2.2. Supplemental General Conditions

2035-22 (2008-05-12) Confidentiality, apply to and form part of the Contract.

6.2.3. Basis for ownership of Intellectual Property (K3200T)

The Department of Industry Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

6.2.4. Security Requirement

There is no security requirement applicable to this Contract.

6.3. Term of Contract

6.3.1. Period of the Contract

The Work is to be performed during the period of Contract Award to March 31st, 2017.

6.4. Authorities

6.4.1. Contracting Authority

The Contracting Authority for the Contract is:

Name: Melyssa Zawadka
Title: Junior Contracts & Procurement Officer
Contracts & Material Management, Corporate Management Sector
Innovation, Science and Economic Development Canada
Telephone: 343-291-3848
E-mail address: Melyssa.Zawadka@canada.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.

6.4.2. Project Authority

The Project Authority for the Contract is:

(To be provided at Contract Award)

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.

6.4.3. Contractor's Representative

To be determined at Contract Award

6.5. Payment

6.5.1. Basis of Payment

The Bidder's financial proposal must include a firm or fixed price for this project, GST/HST extra. Costs in the proposal must be broken down as follows:

The payment will incur as follows:

Milestone 1: Methodology Report

The Contractor will be paid 30% of the total cost, up to \$29,550.00 of the contract upon delivery of the Methodology report.

Milestone 2: Final Report

The Contractor will be paid 50% of the total cost, up to \$49,250.00, of the contract upon delivery of the Final Report.

Milestone 3: PowerPoint Deck

The Contractor will be paid 20% of the total cost, up to \$19,700.00 of the contract upon delivery of a PowerPoint slide deck presenting/analysing the results of the survey.

Personnel costs:

- indicate the number of work days for each team member
- indicate the daily rates charged for each member
- All other expenses

6.5.2. Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6. Method of Payment
Professional Services – Milestone Payments

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Deliverable	Firm Amount	Delivery Date
1.	Methodology Report Deliverables: 1.1. Deliver a work plan including timelines for the project and deliverables; 1.2. Deliver a finalized survey questionnaire in both official languages; 1.3. Deliver a methodology report explaining the sampling strategy for employment size and industry groupings and the objective for the number of respondents.	\$ _____	1.1. Within one weeks after contract being awarded; 1.2. Within three weeks after contract being awarded; 1.3. Within four weeks after contract is awarded.
2.	Final Report Deliverables: 1.4. deliver a progress report on data collection; 1.5. deliver a final report on data collection.	\$ _____	1.4. Within three weeks after the start of data collection; 1.5. On or by March 10 th , 2017.
3.	PowerPoint Deck	\$ _____	

Milestone No.	Deliverable	Firm Amount	Delivery Date
	Deliverables: 1.6. deliver a clean Excel data file with estimates by employment size and industry groupings as well as margins of errors for all the estimates; 1.7. deliver a PowerPoint slide deck presenting/analysing the results of the survey.		1.6. By March 24 th , 2017; 1.7. By March 24 th , 2017.
	Total Evaluated Price (excluding GST/HST)	\$ _____	

6.7. Discretionary Audit

C0705C (2010-01-11), Discretionary Audit; apply to and form part of the Contract.

6.8. Invoicing Instructions

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.

6.9. Certifications

6.9.1. Compliance

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

6.10. Applicable Laws

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

6.11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2035-22 (2008-05-12), Confidentiality;
- (c) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;

- (f) Supply Arrangement Number E60ZT-16TSSB/B/xxx/ZN (the "Supply Arrangement"); and
- (g) The Contractor's bid dated _____ [insert date of bid], [if the bid was clarified or amended, or both insert at time of contact award, as applicable]," as clarified on _____ "and", as amended on _____ [insert date(s) of amendment(s) if applicable]

6.12. Foreign Nationals

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

ANNEX A, STATEMENT OF WORK

1.0 Project Title

Survey of Digital Technology and Internet Use.

2.0 Background

In 2012 and 2013, Statistics Canada performed a comprehensive survey to measure the adoption and use of various digital technologies, including the Internet. The survey also collected information on e-commerce, the effects of digital technologies on businesses, skills training and security practices related to digital technologies. The survey results were used to benchmark Canada's performance against other countries. In 2012, Canadian SMEs were behind in adopting e-commerce – 89% were not selling online. Canada was ranked 20th out of 34 in the OECD with 49.5% making online purchases. With the commencement of the Innovation Agenda, Industry Canada (IC) needs more recent data to update benchmarks, assess progress, and develop new policies.

3.0 Project Requirement / Objective

IC requires services of a contractor to develop and conduct a survey to collect factual information on current digital technology and Internet use in the Canadian private sector. The survey will collect information along the same themes as the Statistics Canada's survey referred in section 2.0 although questions will be updated to reflect technological changes and IC information needs. In addition to information on adoption and use of digital technologies, the survey will collect data on e-commerce, the effects of digital technologies on businesses, skills training and security practices related to digital technologies. The project is to be completed by March 2017.

The sample for the survey is to be representative of the whole Canadian private sector with the exclusion of the following North American Industry Classification System (NAICS) subsectors: 111, 112, 114, 1151, 1152, 238, 55114, and 814 as well as firms with less than \$100,000 in revenue (or less than \$250,000 in NAICS 31-33).

Statistically valid estimates are to be presented for the following firm size groupings:

- Micro: 1 to 9 FTEs (same size for all NAICS);
- Small: 10 to 49 FTEs (same size for all NAICS);
- Medium: 50 to 249 FTEs (same size for all NAICS);
- Large: 250+ FTEs (same size for all NAICS);
- 10+ FTEs (same size for all NAICS);
- STC small: 1 to 19 FTEs (same size for all NAICS);
- STC medium: 20 to 99 FTEs for all NAICS except for NAICS 31-33 where employment size is 20 to 499 FTEs;
- STC large: 100+ FTEs for all NAICS except for NAICS 31-33 where employment size is 500+ FTEs.

Statistically valid estimates are also to be presented for the following industry groupings:

- Construction (NAICS 23 excluding NAICS 238);
- Manufacturing (NAICS 31-33);
- Wholesale/Retail trade (NAICS 41-45);
- Finance/insurance & real estate (NAICS 52-53);
- Professional, scientific and technical services (NAICS 54);
- Information and cultural industries & Arts, entertainment and recreation (NAICS 51 & 71).

4.0 Scope of Work / Tasks

The Contractor shall perform with care, skill, diligence and efficiency all of the following tasks at the satisfaction of IC:

- In collaboration with IC, the Contractor shall develop an IC approved survey questionnaire that will have a maximum of 25 questions;
- The Contractor shall develop an IC approved sampling strategy for employment size and industries as described in section 3.0;
- The Contractor shall establish the weights required to ensure that the survey results are representative of the Canadian business sector;
- The Contractor shall conduct the survey using the data collection strategy that was described in its bid (telephone interview, on-line survey, etc.);
- The Contractor shall prepare statistically valid estimates by firm size and industry groupings as described in section 3.0;
- The Contractor shall prepare a PowerPoint slide deck presenting/analysing the results of the survey.

5.0 Deliverables / Timelines

As detailed in section 4.0, the Contractor shall, between the date of contract award and March 24, 2017:

- deliver a work plan including timelines for the project and deliverables (within one weeks after contract being awarded);
- deliver a finalized survey questionnaire in both official languages (within three weeks after contract being awarded);
- deliver a methodology report explaining the sampling strategy for employment size and industry groupings and the objective for the number of respondents (within four weeks after contract is awarded);
- deliver a progress report on data collection (within three weeks after the start of data collection);
- deliver a final report on data collection (on or by March 10, 2017);
- deliver a clean Excel data file with estimates by employment size and industry groupings as well as margins of errors for all the estimates (by March 24, 2017);
- deliver a PowerPoint slide deck presenting/analysing the results of the survey (by March 24, 2017).

6.0 Constraints

The Contractor must keep all company specific information collected confidential.

7.0 Client Support

Themes and specificities about the information to be collected through the survey will be provided to the Contractor at the beginning of the project. Methodological information related to previous editions of this survey is available from Statistics Canada at:

<http://www23.statcan.gc.ca/imdb/p2SV.pl?Function=getSurvey&SDDS=4225&lang=en&db=imdb&adm=8&dis=2>

8.0 Work Location

The work will take place at the Contractor's location. Communication between IC and the Contractor will take place by electronic mail and telephone conferences.

9.0 Official Languages

All reports will be provided in English; however, the Contractor must provide the final questionnaire in both English and French. The Contractor's resources must be fluent in both official languages in order to communicate with the participants of the survey in their preferred official language.

10.0 Travel

There is no travel or living expenses related to this contract.

11.0 Security

There are no security requirements for this contract.

12.0 Intellectual Property

The Department of Industry Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

13.0 Management of the Project

Industry Canada's Digital Policy Branch/Information Communications Technologies Branch of the Spectrum, Information Technologies and Telecommunications Sector will be managing this project.

ANNEX B, BASIS OF PAYMENT

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

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

1.0 Professional Fees

Milestone No.	Deliverable	Firm Amount	Delivery Date
1.	Methodology Report Deliverables: 1.1. Deliver a work plan including timelines for the project and deliverables; 1.2. Deliver a finalized survey questionnaire in both official languages; 1.3. Deliver a methodology report explaining the sampling strategy for employment size and industry groupings and the objective for the number of respondents.	\$ _____	1.1. Within one weeks after contract being awarded; 1.2. Within three weeks after contract being awarded; 1.3. Within four weeks after contract is awarded.
2.	Final Report Deliverables: 1.4. deliver a progress report on data collection; 1.5. deliver a final report on data collection.	\$ _____	1.4. Within three weeks after the start of data collection; 1.5. On or by March 10 th , 2017.
3.	PowerPoint Deck Deliverables: 1.6. deliver a clean Excel data file with estimates by employment size and industry groupings as well as margins of errors for all the estimates; 1.7. deliver a PowerPoint slide deck presenting/analysing the results of the survey.	\$ _____	1.6. By March 24 th , 2017; 1.7. By March 24 th , 2017.
	Total Evaluated Price (excluding GST/HST)	\$ _____	

Total Estimated Cost of Professional Fees: \$ _____ [Insert amount at contract award]