**Public Works and Government Services Canada**

**Travaux publics et Services gouvernementaux Canada**

**RETURN BIDS TO:**
**RETOURNER LES SOUMISSIONS À:**

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

# REQUEST FOR PROPOSAL
# DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

| | |
|---|---|
| **Title - Sujet** EFM Systems Integration | |
| **Solicitation No. - N° de l'invitation** F1686-150029/A | **Date** 2016-11-28 |
| **Client Reference No. - N° de référence du client** F1686-150029 | |
| **GETS Reference No. - N° de référence de SEAG** PW-$$EL-615-30604 | |
| **File No. - N° de dossier** 615el.F1686-150029 | **CCC No./N° CCC - FMS No./N° VME** |

**Solicitation Closes - L'invitation prend fin**

at - à **02:00 PM**
on - le **2017-12-19**

**Time Zone**
**Fuseau horaire**
Eastern Standard Time
EST

**F.O.B. - F.A.B.**

Plant-Usine: ☐   Destination: ☑   Other-Autre: ☐

| **Address Enquiries to: - Adresser toutes questions à:** Ghaddab, Nabil | **Buyer Id - Id de l'acheteur** 615el |
|---|---|
| **Telephone No. - N° de téléphone** (819) 956-5419 ( ) | **FAX No. - N° de FAX** ( ) - |

**Destination - of Goods, Services, and Construction:**
**Destination - des biens, services et construction:**
DEPARTMENT OF FISHERIES AND OCEANS
11TH FL.STN 11W061
200 KENT ST
OTTAWA
Ontario
K1A0E6
Canada

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

| **Delivery Required - Livraison exigée** See Herein | **Delivery Offered - Livraison proposée** |
|---|---|

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

**Telephone No. - N° de téléphone**
**Facsimile No. - N° de télécopieur**

**Name and title of person authorized to sign on behalf of Vendor/Firm
(type or print)**
**Nom et titre de la personne autorisée à signer au nom du fournisseur/
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

**Signature**                    **Date**

**Issuing Office - Bureau de distribution**
Informatics Professional Services - EL Division/Services
professionnels en informatique - division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

# Canadä

# BID SOLICITATION


# FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)


# FOR


# VARIOUS INFORMATICS PROFESSIONAL SERVICES CATEGORIES (SEE HEREIN)


# REQUESTED BY


# DEPARTMENT OF FISHERIES AND OCEANS (DFO)

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Appendix D to Annex A - Certifications at the TA stage

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Annex C  Security Requirements Check List

**List of Attachment to Part 3 (Bid Preparation Instructions):**

Attachment A: Bid Submission Form
Attachment B: Bid Evaluation Criteria
Attachment C: Financial Bid

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Attachment D: Federal Contractors Program for Employment Equity - Certification

## PART 1 - GENERAL INFORMATION

### 1.1      Introduction

This document states terms and conditions that apply to this bid solicitation.  It 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, if applicable, and the basis of selection;

Part 5    Certifications: includes the certifications to be provided;

Part 6    Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7    Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work and any other annexes.

### 1.2      Summary

(a)    This bid solicitation is being issued to satisfy the requirement of the Department of Fisheries and Oceans (DFO) (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.

(b)    It is intended to result in the award of 3 contracts, each for 1 year plus 3 one-year irrevocable options allowing Canada to extend the term of the contracts.

(c)    There are security requirements associated with this requirement.  For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.

(d)    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), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), and the Agreement on Internal Trade (AIT).

(e)    The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractor's Program for Employment Equity – Certification."

(f)    Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in all Resource Category and in the National Capital Region (NCR) under the EN578-055605 series of SAs are eligible to compete. The TBIPS SA EN578-055605 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.

(g)   SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605 as that joint venture at the time of bid closing in order to submit a bid.

(h)   The Resource Categories described below are required on an as-and-when-requested basis in accordance with the TBIPS SA Annex "A":

| Reference | Resource Category | Level | Estimated Average Number of Resources Required per Year |
|---|---|---|---|
| 1. | A.1  Application/Software Architect | 3 | 1 |
| 2. | A.1  Application/Software Architect | 2 | 1 |
| 3. | A.6 Programmer/Software Developer | 3 | 1 |
| 4. | A.6 Programmer/Software Developer | 2 | 2 |
| 5. | A.6 Programmer/Software Developer | 1 | 7 |
| 6. | A.11 Tester | 3 | 1 |
| 7. | A.11 Tester | 2 | 2 |
| 8. | A.11 Tester | 1 | 2 |
| 9. | B.14 Technical Writer | 3 | 1 |
| 10. | B.14 Technical Writer | 2 | 1 |
| 11. | B.14 Technical Writer | 1 | 1 |
| 12. | I.2 Database Administrator | 3 | 1 |
| 13. | I.2 Database Administrator | 2 | 2 |
| 14. | I.4 Database Modeller | 3 | 1 |
| 15. | I.4 Database Modeller | 2 | 2 |
| 16. | I.9 System Administrator | 3 | 1 |
| 17. | I.9 System Administrator | 2 | 1 |
| 18. | P.11 Quality Assurance Specialist/Analyst | 3 | 1 |
| 19. | P.11 Quality Assurance Specialist/Analyst | 2 | 1 |
| 20. | P.11 Quality Assurance Specialist/Analyst | 1 | 2 |

## 1.3    Debriefings

After contract award, 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 provided in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1    Standard Instructions, Clauses and Conditions

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

(b)    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(s).

(c)    The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.

(d)    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 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.

(e)    Subsection 5(4) of 2003, Standard Instructions – Goods and Services – Competitive Requirements is amended as follows:

   (i)       Delete: 60 days

   (ii)      Insert: 180 days

### 2.2    Submission of Bids

(a)    Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation.

(b)    Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### 2.3    Enquiries - Bid Solicitation

(a)    All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

(b)    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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

**2.4    Former Public Servant**

(a)    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.

**(b)    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:

(i).     an individual;

(ii).    an individual who has incorporated;

(iii).   a partnership made of former public servants; or

(iv).    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.

**(c)    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:

(i).     name of former public servant;

(ii).    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.

**(d)**     **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:

(i).     name of former public servant;

(ii).     conditions of the lump sum payment incentive;

(iii).     date of termination of employment;

(iv).     amount of lump sum payment;

(v).     rate of pay on which lump sum payment is based;

(vi).     period of lump sum payment including start date, end date and number of weeks;

(vii).     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.

**2.5     Applicable Laws**

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

*Note to Bidders: Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.*

**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 reasons 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 in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

**2.7     Volumetric Data**

The estimated number of resources required per resource category has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1    Bid Preparation Instructions

(a)    **Copies of Bid**: Canada requests that Bidders provide their bid in separately bound sections as follows:

    (i)    Section I: Technical Bid (4 hard copies)

    (ii)    Section II: Financial Bid (1 hard copy)

    (iii)    Section III: Certifications not included in the Technical Bid (1 hard copy)

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

(b)    **Format for Bid**: Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

    (i)    use 8.5 x 11 inch (216 mm x 279 mm) paper;

    (ii)    use a numbering system that corresponds to the bid solicitation;

    (iii)    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

    (iv)    include a t able of contents.

(c)    **Canada's Policy on Green Procurement**: 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. See the Policy on Green Procurement (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 paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and

    (ii)    use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.

(d)    **Submission of Only One Bid**:

    (i)    A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation.  If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada.  Failure to meet this deadline will result in all the affected bids being disqualified.

    (ii)    For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:

        (A)    they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);

        (B)    they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;

        (C)    the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or

(D)     the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

(iii)     Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

(e)     Joint Venture Experience:

(i)     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.

(ii)     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.

(iii)    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:

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

That show in total 100 billable days.

(iv)    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.

**3.2    Section I: Technical Bid**

(a)    The technical bid consists of the following:

(i)    **Bid Submission Form**: Bidders are requested to include the Bid Submission Form - Attachment "A" with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

(ii)    **Substantiation of Technical Compliance**: The technical bid must substantiate the compliance with the specific articles of Attachment "B", which is the requested format for providing the substantiation.  The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "B", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(iii)    **Previous Similar Projects**: Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been commenced by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the TBIPS descriptions of the Resource Categories identified in Annex A.  Work will be considered to "closely match" if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

(iv)    **Customer Reference Contact Information**:

(A)    In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references.  If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada.  Failure to meet this deadline will result in the bid being declared non-responsive.  These customer references must each confirm if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment "B".

(B)    The form of question to be used to request confirmation from customer references is as follows:

"Has [the Bidder] provided your organization with the services as described in (1) the Corporate Mandatory Requirements C.M1 (2) the Corporate Mandatory Requirements C.M2 (3) the Corporate Rated Requirements C.R1 and (4) the Corporate Rated Requirements C.R2]?"

___ Yes, the Bidder has provided my organization with the services described above.

___ No, the Bidder has not provided my organization with the services described above.

___ I am unwilling or unable to provide any information about the services described above.

(C)    For each customer reference, the Bidder must, at a minimum, provide the name and e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

## 3.3    Section II: Financial Bid

(a)    **Pricing**: Bidders must submit their financial bid in accordance with the Financial Bid provided in Attachment "C". The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

(b)    **Variation in Resource Rates By Time Period**: For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods, the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.

(c)    **All Costs to be Included**: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

(d)    **Blank Prices**: Bidders are requested to insert "$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, $0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is $0.00 will be declared non-responsive.

## 3.4    Section III: Certifications

It is a requirement that bidders submit the certifications identified under Part 5.

## ATTACHMENT A
## BID SUBMISSION FORM

| BID SUBMISSION FORM | | |
|---|---|---|
| **Bidder's full legal name** | | |
| **Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)** | Name | |
| | Title | |
| | Address | |
| | Telephone # | |
| | Fax # | |
| | Email | |
| **Bidder's Procurement Business Number (PBN)**<br><br>[see the Standard Instructions 2003]<br><br>**[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]** | | |
| **Jurisdiction of Contract:** Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) | | |
| **Former Public Servants**<br><br>See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant". | Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?<br><br>Yes \_\_\_\_    No \_\_\_\_<br><br>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant" | |
| | Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?<br><br>Yes \_\_\_\_    No \_\_\_\_<br><br>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant" | |
| **Security Clearance Level of Bidder**<br><br>[include both the level and the date it was granted]<br><br>**[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid** | | |

| **for the Bidder.]** | | |
| --- | --- | --- |
| On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:<br><br>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;<br><br>2. This bid is valid for the period requested in the bid solicitation;<br><br>3. All the information provided in the bid is complete, true and accurate; and<br><br>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. | | |
| **Signature of Authorized Representative of Bidder** | | |

## ATTACHMENT B

## BID EVALUATION CRITERIA

### 1.1 CORPORATE MANDATORY REQUIREMENTS

| Criteria | Mandatory Criteria | Bidder's response | |
|---|---|---|---|
| | | Met Y/N | Demonstrated Experience (Bidders to insert data) |
| **C.M1** | The Bidder must have been awarded at least 3 Informatics Professional Services* contracts.<br><br>To be accepted, each contract must have:<br><br>1. been awarded within the past 5 years of the Initial Solicitation Closing Date**<br>2. a minimum value of $1,000,000.00; and<br>3. A minimum of one (out of the three proposed) must have been completed for an End to End Development of an enterprise application on the Java 2 Enterprise Edition (version 1.3 or more recent) platform.<br><br>The Bidder must submit for each contract:<br><br>(1) A letter from its client (referencing a contract award date and a contract serial number or other unique contract identifier) that shows that the Bidder is providing or has provided such services under a contract with a minimum value of $1,000,000.00; and<br><br>(2) The name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoices submitted under (1) above, so that Canada may verify any information provided by the Bidder.<br><br>The following definitions apply to the evaluation of bids:<br><br>*Informatics Professional Services are professional services provided by the Bidder in support of an information technology or information management contract.<br><br>**Initial Solicitation Closing Date is December 19, 2016. | | |

| Criteria | Mandatory Criteria | Bidder's response | |
|---|---|---|---|
| | | Met Y/N | Demonstrated Experience (Bidders to insert data) |
| C.M2 | The Bidder must have demonstrated contract experience in supplying all of the following resource categories*, for the required Minimum Billable Days per category, within the past 5 years prior to the solicitation closing date. The services provided must have been provided under a maximum of 5 contracts for all 8 categories. | | |

**TABLE C.M2**

| RESOURCE CATEGORY | MINIMUM NUMBER OF BILLABLE DAYS |
|---|---|
| Application/Software Architect – Level 3 | 330 |
| Programmer/Software Developer – Level 3 | 440 |
| Programmer/Software Developer – Level 1 | 2860 |
| Tester – Level 3 | 330 |
| Database Administrator – Level 3 | 440 |
| Database Modeller – Level 3 | 440 |
| Quality Assurance Specialist/Analyst – Level 3 | 220 |
| Technical Writer – Level 3 | 220 |

* Similar resources categories could be accepted if the subject resource has performed at least 50% of the associated tasks listed in Annex A for the same resource category.

To be considered responsive to this mandatory criterion:

1. The Bidder must demonstrate that the tasks performed by each resource category and Level included at least 50%[1] of the associated tasks listed in Annex A for the same Resource Category under which the Bidder is claiming Billable Days for.

[1]For evaluation purposes, 50% will be rounded up (e.g. 50% of

| Criteria | Mandatory Criteria | Bidder's response | |
|---|---|---|---|
| | | Met Y/N | Demonstrated Experience (Bidders to insert data) |
| | *17 tasks = 8.5 tasks, which will be rounded up to 9 tasks).*<br><br>2. The Bidder must provide a completed Appendix A to Attachment B; and<br><br>3. The Bidder must provide a completed Appendix B to Attachment B for each referenced contract. | | |

## 1.2     CORPORATE RATED REQUIREMENTS

| | Point Rated Criteria | Max Points | Bidder's Response | |
|---|---|---|---|---|
| | | | Evaluation Guideline | Cross Reference to Contract Reference(s |
| C.R1 | The Bidder should demonstrate its billable days experience in excess to the minimum Billable Days per category under C.M2 | 100 | The bidders demonstrated "Total Billable Days" provided in response to C.M2 will be used to evaluate this criterion. | |

**EXAMPLE EVALUATION SCENARIO**

**BILLABLE DAYS**

| RESOURCE CATEGORY | (A) BIDDER'S TOTAL | (B) MINIMUM BILLABLE DAYS IDENTIFIED UNDER C.M2 | (C) BILLABLE DAYS IN EXCESS OF C.M2 | (D) BIDDER % INCREASE TO A MAXIMUM OF 100 (Rounded to two decimal places) |
|---|---|---|---|---|
| | (A) | (B) | (C)=(A)-(B) | (D)=(C)/(B)*100 |
| Application/Software Architect – Level 3 | 660 | 330 | 330 | 100.00 |
| Programmer/Software Developer – Level 3 | 750 | 440 | 310 | 70.45 |
| Programmer/Software Developer – Level 1 | 2860 | 2860 | 0 | 0.00 |
| Tester – Level 3 | 650 | 330 | 320 | 96.97 |
| Database Administrator – Level 3 | 880 | 440 | 440 | 100 |
| Database Modeller – Level 3 | 850 | 440 | 410 | 93.18 |
| Quality Assurance Specialist/Analyst – Level 3 | 380 | 220 | 160 | 72.73 |
| Technical Writer – Level 3 | 440 | 220 | 220 | 100.00 |
| BIDDER SCORE = SUM OF (D) FOR ALL 8 CATEGORIES / 8 | | | | 79.17 |

The bidder will be awarded points as demonstrated in the example evaluation scenario on the left side.

In this example, the bidder would score 79.17 points out of a possible 100 points.

| Point Rated Criteria | | Max Points | Bidder's Response | |
| --- | --- | --- | --- | --- |
| | | | Evaluation Guideline | Cross Reference to Contract Reference(s |
| **C.R2** | The Bidder should demonstrate its contract experience in supplying 6 resources within a period of six consecutive months. The experience must have occurred during the five years prior to the initial solicitation closing date.<br><br>To obtain points, the Bidder is to:<br><br>1. demonstrate that one or more contracts\* (to a maximum of three) meets the following:<br>  a. each contract is to have been awarded within the past 5 years of the Initial Solicitation Closing Date\*\*;<br>  b. each contract is to have a minimum value of $1,000,000.00; and<br>  c. The start and end date for all 6 resources occurred within the same six-month period.<br><br>2. provide a completed Appendix C to Attachment B for each contract.<br><br>\* Contracts referenced for C.M1 and C.M2 can be used to meet this criteria.<br><br>\*\*Initial Solicitation Closing Date is December 19, 2016. | 60 | 0 points if there are no contracts demonstrating this experience<br><br>20 points for each contract meeting this criterion, up to a maximum of 60 points. | |
| **MAXIMUM TECHNICAL POINTS** | | 160 | | |
| **MINIMUM PASS MARK** | | 96 | | |
| **TECHNICAL SCORE** | | | | |
| **TO BE RESPONSIVE, THE BIDDER MUST OBTAIN A MINIMUM OF 96 POINTS** | | | | |

**APPENDIX A OF ATTACHMENT B**

**RFP BILLABLE DAYS RESPONSE TABLE**

Bidder Name: _____

**By providing a response, the Bidder certifies that billable days provided occurred during the billing period indicated above for all of the resource categories listed.**

| RESOURCE CATEGORY | NUMBER OF BILLABLE DAYS | | | | | TOTAL |
|---|---|---|---|---|---|---|
| | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period:** __/__/__ (dd/mm/yy) **To** __/__/_ (dd/mm/yy) | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period:** __/__/__ (dd/mm/yy) **To** __/__/_ (dd/mm/yy) | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period:** __/__/__ (dd/mm/yy) **To** __/__/_ (dd/mm/yy) | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period:** __/__/__ (dd/mm/yy) **To** __/__/_ (dd/mm/yy) | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period:** __/__/__ (dd/mm/yy) **To** __/__/_ (dd/mm/yy) | |
| Application/ Software Architect – Level 3 | | | | | | |
| Programmer/ Software Developer – Level 3 | | | | | | |
| Programmer/ Software Developer – Level 1 | | | | | | |
| Tester – Level 3 | | | | | | |
| Database | | | | | | |

| RESOURCE CATEGORY | NUMBER OF BILLABLE DAYS | | | | | TOTAL |
|---|---|---|---|---|---|---|
| | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period: __/__/__ (dd/mm/yy) To __/__/_ (dd/mm/yy)** | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period: __/__/__ (dd/mm/yy) To __/__/_ (dd/mm/yy)** | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period: __/__/__ (dd/mm/yy) To __/__/_ (dd/mm/yy)** | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period: __/__/__ (dd/mm/yy) To __/__/_ (dd/mm/yy)** | **Cross Reference to Contract Reference # _____** <br><br> **Billing Period: __/__/__ (dd/mm/yy) To __/__/_ (dd/mm/yy)** | |
| Administrator – Level 3 | | | | | | |
| Database Modeller – Level 3 | | | | | | |
| Quality Assurance Specialist/Analyst – Level 3 | | | | | | |
| Technical Writer – Level 3 | | | | | | |

**APPENDIX B OF ATTACHMENT B**

*Note to Bidders:* *Bidders may add additional lines to the response template, as required.*

| | |
|---|---|
| Referenced Contract #: | |
| Referenced Contract Title: | |
| Bidder's Name: | |
| Contract Start Date: | | Contract End Date: | |

| CUSTOMER/CLIENT REFERENCE CONTACT INFORMATION | |
|---|---|
| Name of Customer/Client Organization: | |
| Contact Name: | |
| Contact's email address: | |
| Contact's telephone number: | |

| CONTRACT DETAILS |
|---|
| Description of the services provided under this contract: |
| |

| RESOURCE DETAILS | | |
|---|---|---|
| The work billed for each category under this contract includes at least 50% of the associated tasks listed in the Statement of Work at Annex A of this bid solicitation for the corresponding category and Level. | | |
| Resource Category and Level | Demonstrated tasks delivered under this contract | Cross-reference to associated tasks listed in the Statement of Work |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**APPENDIX C TO ATTACHMENT B**

**ON-BOARDING RESPONSE FORM**

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***Note to Bidders:*** *Bidders may add additional rows to this response form, as required.*

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| CONTRACT INFORMATION | |
|---|---|
| Bidder's Name (as it appears on the Bidder's TBIPS SA): | |
| Contract # (the number (numerical or alphanumerical) that appears on the contract, assigned by the customer (e.g. EN555-555555): | |

| RESOURCE DETAILS | | | | |
|---|---|---|---|---|
| Resource Number | Resource Category | Name of Resource (first and last) | Resource's Start Date (dd/mm/yyyy) | Resource's End Date (dd/mm/yyyy) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

**ATTACHMENT C**

**FINANCIAL BID**

**Initial Contract Period:**

| Initial Contract Period Date of Contract award to 1 year later (Year 1) | | |
|---|---|---|
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ |
| Application/Software Architect | Level 3 | $ |
| Programmer/Software Developer | Level 1 | $ |
| Programmer/Software Developer | Level 2 | $ |
| Programmer/Software Developer | Level 3 | $ |
| Tester | Level 1 | $ |
| Tester | Level 2 | $ |
| Tester | Level 3 | $ |
| Database Administrator | Level 2 | $ |
| Database Administrator | Level 3 | $ |
| Database Modeller | Level 2 | $ |
| Database Modeller | Level 3 | $ |
| System Administrator | Level 2 | $ |
| System Administrator | Level 3 | $ |
| Quality Assurance Specialist/Analyst | Level 1 | $ |
| Quality Assurance Specialist/Analyst | Level 2 | $ |
| Quality Assurance Specialist/Analyst | Level 3 | $ |
| Technical Writer | Level 1 | $ |
| Technical Writer | Level 2 | $ |
| Technical Writer | Level 3 | $ |

**Option Periods:**

| Option Period 1 (Year 2) | | |
|---|---|---|
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ |
| Application/Software Architect | Level 3 | $ |
| Programmer/Software Developer | Level 1 | $ |
| Programmer/Software Developer | Level 2 | $ |
| Programmer/Software Developer | Level 3 | $ |
| Tester | Level 1 | $ |
| Tester | Level 2 | $ |
| Tester | Level 3 | $ |
| Database Administrator | Level 2 | $ |
| Database Administrator | Level 3 | $ |
| Database Modeller | Level 2 | $ |
| Database Modeller | Level 3 | $ |
| System Administrator | Level 2 | $ |
| System Administrator | Level 3 | $ |
| Quality Assurance Specialist/Analyst | Level 1 | $ |
| Quality Assurance Specialist/Analyst | Level 2 | $ |
| Quality Assurance Specialist/Analyst | Level 3 | $ |
| Technical Writer | Level 1 | $ |
| Technical Writer | Level 2 | $ |
| Technical Writer | Level 3 | $ |

| Option Period 2 (Year 3) | | |
|---|---|---|
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ |
| Application/Software Architect | Level 3 | $ |
| Programmer/Software Developer | Level 1 | $ |

| Programmer/Software Developer | Level 2 | $ |
| Programmer/Software Developer | Level 3 | $ |
| Tester | Level 1 | $ |
| Tester | Level 2 | $ |
| Tester | Level 3 | $ |
| Database Administrator | Level 2 | $ |
| Database Administrator | Level 3 | $ |
| Database Modeller | Level 2 | $ |
| Database Modeller | Level 3 | $ |
| System Administrator | Level 2 | $ |
| System Administrator | Level 3 | $ |
| Quality Assurance Specialist/Analyst | Level 1 | $ |
| Quality Assurance Specialist/Analyst | Level 2 | $ |
| Quality Assurance Specialist/Analyst | Level 3 | $ |
| Technical Writer | Level 1 | $ |
| Technical Writer | Level 2 | $ |
| Technical Writer | Level 3 | $ |

| Option Period 3 (Year 4) | | |
| --- | --- | --- |
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ |
| Application/Software Architect | Level 3 | $ |
| Programmer/Software Developer | Level 1 | $ |
| Programmer/Software Developer | Level 2 | $ |
| Programmer/Software Developer | Level 3 | $ |
| Tester | Level 1 | $ |
| Tester | Level 2 | $ |
| Tester | Level 3 | $ |
| Database Administrator | Level 2 | $ |
| Database Administrator | Level 3 | $ |
| Database Modeller | Level 2 | $ |
| Database Modeller | Level 3 | $ |

| System Administrator | Level 2 | $ |
| System Administrator | Level 3 | $ |
| Quality Assurance Specialist/Analyst | Level 1 | $ |
| Quality Assurance Specialist/Analyst | Level 2 | $ |
| Quality Assurance Specialist/Analyst | Level 3 | $ |
| Technical Writer | Level 1 | $ |
| Technical Writer | Level 2 | $ |
| Technical Writer | Level 3 | $ |

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

**4.1     Evaluation Procedures**

(a)     Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.

(b)     An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

(c)     In addition to any other time periods established in the bid solicitation:

(i)     **Requests for Clarifications**: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

(ii)    **Requests for Further Information**: If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:

(A)     verify any or all information provided by the Bidder in its bid; or

(B)     contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

the Bidder must provide the information requested by Canada within 3 working days of a request by the Contracting Authority.

(iii)   **Extension of Time**: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

**4.2     Technical Evaluation**

(a)     **Mandatory Technical Criteria:**

(i)     Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

(ii)    The mandatory technical criteria are described in Attachment "B" – Bid Evaluation Criteria.

(b)     **Point-Rated Technical Criteria:**

(i)     Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

(ii)    The rated requirements are described in Attachment "B" – Bid Evaluation Criteria.

(c)     **Number of Resources Evaluated**:

Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7

– Resulting Contract Clauses, the Article titled "Task Authorization".  When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work.  The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix C of Annex A.

(d)  **Reference Checks**:

    (i)      Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

    (ii)     For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.

    (iii)    If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.

    (iv)    Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

    (v)     Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

**4.3      Financial Evaluation**

(a)  The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s).

(b)  There are two possible financial evaluation methods for this requirement.  The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below).  The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).

(c)  **Financial Evaluation - Method A**: The following financial evaluation method will be used if three or more bids are determined responsive:

    (i)      **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY**:  The Contracting Authority will establish, for each period and each Resource Category, the median band limits based on the firm per diem rates provided by the technically responsive bids.  For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median.  When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

    (ii)     **STEP 2 - POINTS ALLOCATION**:  For each period and each Resource Category points will be allocated as follows:

(A)    A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.

(B)    A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

Lowest proposed firm per diem rate
within the median band limits          x          Maximum Points Assigned
Bidder's proposed firm per diem rate              at Table 1 below
within the median band limits

(C)    A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

| TABLE 1 - MAXIMUM POINTS ASSIGNED | | | | | |
|---|---|---|---|---|---|
| RESOURCE CATEGORIES | INITIAL (1 YEAR) CONTRACT PERIOD | OPTION PERIOD 1 (1 Year) | OPTION PERIOD 2 (1 Year) | OPTION PERIOD 3 (1 Year) | TOTAL POINTS |
| Application/Software Architect – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Application/Software Architect – Level 3 | 200 | 50 | 50 | 50 | 350 |
| Programmer/Software Developer – Level 1 | 150 | 50 | 50 | 50 | 300 |
| Programmer/Software Developer – Level 2 | 150 | 50 | 50 | 50 | 300 |
| Programmer/Software Developer – Level 3 | 300 | 100 | 100 | 100 | 600 |
| Tester – Level 1 | 100 | 50 | 50 | 50 | 250 |
| Tester – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Tester – Level 3 | 100 | 50 | 50 | 50 | 250 |
| System Administrator – Level 2 | 100 | 50 | 50 | 50 | 250 |
| System Administrator – Level 3 | 100 | 50 | 50 | 50 | 250 |
| Database Administrator – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Database Administrator – Level 3 | 100 | 50 | 50 | 50 | 250 |
| Database Modeller – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Database Modeller – Level 3 | 100 | 50 | 50 | 50 | 250 |
| Quality Assurance Specialist/Analyst – Level 1 | 100 | 50 | 50 | 50 | 250 |
| Quality Assurance Specialist/Analyst – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Quality Assurance Specialist/Analyst – Level 3 | 100 | 50 | 50 | 50 | 250 |

| | | | | | |
|---|---|---|---|---|---|
| Technical Writer – Level 1 | 100 | 50 | 50 | 50 | 250 |
| Technical Writer – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Technical Writer – Level 3 | 100 | 50 | 50 | 50 | 250 |
| TOTAL | 2400 | 1050 | 1050 | 1050 | 5550 |

(iii)   **STEP 3 - FINANCIAL SCORE**: Points allocated under STEP 2 for each period and Resource Category will be added together and rounded to two decimal places to produce the Financial Score.  Bidders will find below an example of a financial evaluation using Method A.

(iv)   **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

| TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A: | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Bidder 1 | | Bidder 2 | | Bidder 3 | |
| **Resource Category** | **Max. Points** | **Year 1** | **Year 2** | **Year 1** | **Year 2** | **Year 1** | **Year 2** |
| **Programmer** | 150 (75 pts. per year) | $400.00 | $400.00 | $420.00 | $450.00 | $450.00 | $450.00 |
| **Business Analyst** | 100 (50 pts. per year) | $600.00 | $600.00 | $600.00 | $620.00 | $650.00 | $820.00 |
| **Project Manager** | 50 (25 pts. per year) | $555.00 | $900.00 | $750.00 | $800.00 | $700.00 | $800.00 |
| **TOTAL** | 300 | | | | | | |

STEP 1 - Establishing the lower and upper median band limits for each year and each resource category

(Median 1)   For the Programmer Resource Category, the year 1 median would be $420.00. The lower median band limit would be $336.00 and higher median band limit would be $546.00.

(Median 2)   For the Programmer Resource Category, the year 2 median would be $450.00.  The lower median band limit would be $360.00 and higher median band limit would be $585.00.

(Median 3)   For the Business Analyst Resource Category, the year 1 median would be $600.00.  The lower median band limit would be $480.00 and higher median band limit would be $780.00.

(Median 4)   For the Business Analyst Resource Category, the year 2 median would be $620.00.  The lower median band limit would be $496.00 and higher median band limit would be $806.00.

(Median 5)   For the Project Manager Resource Category, the year 1 median would be $700.00.  The lower median band limit would be $560.00 and higher median band limit would be $910.00.

(Median 6)   For the Project Manager Resource Category, the year 2 median would be $800.00.  The lower median band limit would be $640.00 and higher median band limit would be $1,040.00.

STEP 2 - Points Allocation:

**Bidder 1:**

Programmer Year 1 =      75 points (lowest rate within the lower and upper median band limits)
Programmer Year 2 =      75 points (lowest rate within the lower and upper median band limits)

Business Analyst Year 1 =  50 points (lowest rate within the lower and upper median band limits)
Business Analyst Year 2 =  50 points (lowest rate within the lower and upper median band limits)

Project Manager Year 1 =  0 points (outside the lower and higher median band limits)
Project Manager Year 2 =  22.22 points (based on the following calculation = (Lowest rate of $800.00 / Bidder's proposed rate of $900.00) Multiplied by 25 pts)

**Bidder 2:**

Programmer Year 1 =      71.43 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $420.00) Multiplied by 75 pts)

| | |
|---|---|
| Programmer Year 2 = | 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts) |

Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)
Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of $600.00 / Bidder's proposed rate of $620.00) Multiplied by 50 pts)

Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of $700.00 / Bidder's proposed rate of $750.00) Multiplied by 25 pts)
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

**Bidder 3:**

| | |
|---|---|
| Programmer Year 1 = | 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts) |
| Programmer Year 2 = | 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts) |

Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of $600.00 / Bidder's proposed rate of $650.00) Multiplied by 75 pts)
Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)

Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

| STEP 3 - Financial Score: | |
|---|---|
| **Bidder 1:** | 75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points |
| **Bidder 2:** | 71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points |
| **Bidder 3:** | 66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points |

(d)    **Financial Evaluation - Method B**:  The following financial evaluation method will be used if less than three bids are determined responsive:

(i)    **STEP 1 - AVERAGE COMPARISON**:  If up to two contracts may be awarded as a result of this bid solicitation, the following Step 1 will be part of the evaluation where there exist only two bids that are determined to be otherwise responsive.  If there is only one bid, this step will not occur.

For each bid, the rates provided per Resource Category will be added together, and that total will be divided by the total number of Resource Categories, resulting in a Total Average Rate for each period.  Once all the Total Average Rates are determined, Canada will determine the percentage difference between the two bids Total Average Rates (the Delta Percentage) for each given period using the following formula:  Subtract the lower Total Average Rate from the higher Total Average Rate, then divide the result by the lower Total Average Rate (see example below). In the event that a Delta Percentage is greater than 30% for any given period, the bid that contained the higher Total Average Rate that generated that Delta Percentage will be considered non-responsive.

| TABLE 3 - EXAMPLE OF THE AVERAGE COMPARISON IN METHOD B: | | | | |
|---|---|---|---|---|
| STEP 1 | | | | |
| Resource Category | Bidder 1 | | Bidder 2 | |
| | Year 1 | Year 2 | Year 1 | Year 2 |

| Programmer | $800.00 | $800.00 | $850.00 | $900.00 |
|---|---|---|---|---|
| Business Analyst | $1,000.00 | $1,000.00 | $1,400.00 | $1,650.00 |
| Project Manager | $1,200.00 | $1,200.00 | $1,300.00 | $1,650.00 |
| Total | $3,000.00 | $3,000.00 | $3,550.00 | $4,200.00 |
| Total Average Rate (Total divided by 3 Resource Categories) | $1,000.00 | $1,000.00 | $1,183.33 | $1,400.00 |
| lower | $1,000.00 | $1,000.00 | | |
| higher | | | $1,183.33 | $1,400.00 |
| higher minus lower divided by lower equals a Delta Percentage | | | 18.3% | 40% |

In the above example, Bidder 2 would be considered non-responsive because its bid contained a higher Total Average Rate that generated a Delta Percentage greater than 30%.

(ii)    **STEP 2 - POINTS ALLOCATION**:  For each period and each Resource Category points will be allocated as follows:

(A)    Points will be established based on the following calculation, with points rounded to two decimal places:

Lowest proposed firm per diem rate          x          Maximum Points Assigned
Bidder's proposed firm per diem rate                     at Table 4 below

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 4 below.

| TABLE 4 - MAXIMUM POINTS ASSIGNED | | | | | |
|---|---|---|---|---|---|
| RESOURCE CATEGORIES | INITIAL (1 YEAR) CONTRACT PERIOD | OPTION PERIOD 1 (1 Year) | OPTION PERIOD 2 (1 Year) | OPTION PERIOD 3 (1 Year) | TOTAL POINTS |
| Application/Software Architect – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Application/Software Architect – Level 3 | 200 | 50 | 50 | 50 | 350 |
| Programmer/Software Developer – Level 1 | 150 | 50 | 50 | 50 | 300 |
| Programmer/Software Developer – Level 2 | 150 | 50 | 50 | 50 | 300 |
| Programmer/Software Developer – Level 3 | 300 | 100 | 100 | 100 | 600 |
| Tester – Level 1 | 100 | 50 | 50 | 50 | 250 |
| Tester – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Tester – Level 3 | 100 | 50 | 50 | 50 | 250 |
| System Administrator – Level 2 | 100 | 50 | 50 | 50 | 250 |
| System Administrator – Level 3 | 100 | 50 | 50 | 50 | 250 |
| Database Administrator – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Database Administrator – Level 3 | 100 | 50 | 50 | 50 | 250 |

| | | | | | |
|---|---|---|---|---|---|
| Database Modeller – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Database Modeller – Level 3 | 100 | 50 | 50 | 50 | 250 |
| Quality Assurance Specialist/Analyst – Level 1 | 100 | 50 | 50 | 50 | 250 |
| Quality Assurance Specialist/Analyst – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Quality Assurance Specialist/Analyst – Level 3 | 100 | 50 | 50 | 50 | 250 |
| Technical Writer – Level 1 | 100 | 50 | 50 | 50 | 250 |
| Technical Writer – Level 2 | 100 | 50 | 50 | 50 | 250 |
| Technical Writer – Level 3 | 100 | 50 | 50 | 50 | 250 |
| TOTAL | 2400 | 1050 | 1050 | 1050 | 5550 |

(iii)    **STEP 3 - FINANCIAL SCORE**: Points allocated under STEP 2, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

**(e)    Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

(i)      an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the eighteen months before the date of this request for rate substantiation, and the fees charged were equal to or less than the rate offered to Canada;

(ii)     in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and

(iii)    in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and

(iv)    the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(f)     **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

**4.4    Basis of Selection**

**(a)    Evaluation of Bid –   Multiple Contracts Awarded**

**Selection Process**: The following selection process will be conducted:

(i)     A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass mark for the point rated criteria identified in this bid solicitation to be declared responsive.

(ii)    The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.

(A)    Calculation of Total Technical Score: the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points at Attachment B)}} \times 60 = \text{Total Technical Score}$$

(B)    Calculation of Total Financial Score: the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned in the above Table 1 or Table 4, whichever applies)}} \times 40 = \text{Total Financial Score}$$

(C)    Calculation of the Total Bidder Score: the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

Total Technical Score + Total Financial Score = Total Bidder Score

(iii)   In the event of identical Total Bidder Scores occurring within, then the bid with the highest Total Financial Score will become the top-ranked bidder.

(b)     **Contract Funding Allocation**:  Where more than one contract is awarded, each contract issued will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:

(i)     when one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;

(ii)    where two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:

(A)    the Bidder with the highest Total Bidder Score will receive 55% of the funding initially allocated; and

(B)    the Bidder with the next highest Total Bidder Score will receive 45% of the funding initially allocated.

(iii)    where three contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:

(A)    the Bidder with the highest Total Bidder Score will receive 45% of the funding initially allocated;

(B)    the Bidder with the next highest Total Bidder Score will receive 30% of the funding initially allocated; and

(C)    the Bidder with the next highest Total Bidder Score will receive 25% of the funding initially allocated.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1    Certifications Precedent to Contract Award and Additional Information

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

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

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

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" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment D, 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 Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

**b.    Submission of Only One Bid**

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

## ATTACHMENT "D"

## 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 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

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).

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1    Security Requirement

(a)    Before award of a contract, the following conditions must be met:

   (i)    the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b)    Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

(c)    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.

(d)    In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### 6.2    Financial Capability

(a)    SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."

(b)    In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1    Requirement

(a)      _____ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as-and-when-requested basis by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b)      **Client**: Under the Contract, the "**Client**" is the Department of Fisheries and Oceans Canada (DFO).

(c)      **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d)      **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client.  Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract.  A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2    Task Authorization

(a)      **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.  The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor.  The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b)      **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

    (i)      At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

    (ii)     Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.

    (iii)    Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.

(iv)    The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(v)    If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada will send the draft TA to the contractor with the next greatest balance remaining of allocation funding.

(vi)    The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors.  If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(vii)    Once the Task Authorization is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.

(viii)    When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with $2M, $1M and $750,000 in funding for Task Authorizations respectively, and $200,000 is added to the first contract, then $100,000 will be added to the second contract and $75,000 will be added to the third).

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*Note to Bidders: This clause (b) will not be included in any resulting contract if there is only one-responsive bid.*

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(c)    **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d)    **Form and Content of draft Task Authorization**:

(i)    The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii)    The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A)    the task number;

(B)    The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C)    the details of any financial coding to be used;

(D)    the categories of resources and the number required;

(E)    a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(F)      the start and completion dates;

(G)      milestone dates for deliverables and payments (if applicable);

(H)      the number of person-days of effort required;

(I)       whether the work requires on-site activities and the location;

(J)      the language profile of the resources required;

(K)      the level of security clearance required of resources;

(L)      the price payable to the Contractor for performing the task, with an indication of whether it is a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(M)      any other constraints that might affect the completion of the task.

(e)      **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f)      **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

(i)      To be validly issued, a TA must include the following signatures:

(A)      for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (including Applicable Taxes), the TA must be signed by:

(1)      the Technical Authority;

(B)      for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:

(1)      the Technical Authority; and

(2)      the Contracting Authority.

Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.

(g)      **Periodic Usage Reports**:

(i)      The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii)      The quarterly periods are defined as follows:

(A)      1st quarter: April 1 to June 30;

(B)      2nd quarter: July 1 to September 30;

(C)      3rd quarter: October 1 to December 31; and

(D)      4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii)     Each report must contain the following information for each validly issued TA (as amended):

(A)      the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B)       a title or a brief description of each authorized task;

(C)      the name, Resource category of each resource involved in performing the TA, as applicable;

(D)      the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E)      the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F)       the start and completion date for each authorized task; and

(G)      the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv)     Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A)      the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B)      the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h)      **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance.  A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i)      **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

### 7.3    Minimum Work Guarantee

(a)    In this clause,

  (i)    "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract (excluding Applicable Taxes); and

  (ii)    "**Minimum Contract Value**" means $20,000.00.

(b)    Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c)    In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d)    Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i)    for default;

  (ii)    for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii)    for convenience within ten business days of Contract award.

### 7.4    Standard Clauses and Conditions

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

(a)    **General Conditions**:

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

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4.    The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5.    Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a)    the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

    (b)    the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6.    The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides.  The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b)      **Supplemental General Conditions**:

The following Supplemental General Conditions:

(i)      4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii)     4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

## 7.5      Security Requirement

(a)      The Contractor must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, 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).

## 7.6   Contract Period

(a)      **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i)      The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 1 year later; and

(ii)     The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b)      **Option to Extend the Contract**:

(i)      The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii)     Canada may exercise this option at any time by sending a written notice to the Contractor 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.

## 7.7      Authorities

## (a)      Contracting Authority

The Contracting Authority for the Contract is:

Name:  Nabil Ghaddab
Title:    Supply Specialist

Public Works and Government Services Canada
Acquisitions Branch
Directorate:     Informatics and Telecommunications Systems Procurement Directorate
Address:     11 Laurier St., Gatineau, Québec
Telephone:     873.469.4984
E-mail address: nabil.ghaddab@pwgsc.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.

**(b)     Technical Authority**

The Technical Authority for the Contract is:

Name:                    _____
Title:                    _____
Organization:            _____
Address:                 _____
Telephone:               _____
Facsimile:               _____
E-mail address:          _____

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c)     **Contractor's Representative**

*(To be completed at contract award)*

**7.8     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 web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**7.9     Payment**

(a)     **Basis of Payment**

(i)     **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday**.**

(ii)     **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iii)     **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If

the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b)     **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i)     Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii)    No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii)   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)     4 months before the contract expiry date, or

(C)     As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i)     If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c)     **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i)     Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii)    Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d)     **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor.  If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

(e)     **Payment Credits**

(i)     **Failure to Provide Resource**:

(A)     If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the

Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**:  The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**:  The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure.  No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**:   The Parties agree that these credits are a liquidated debt.  To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**:  The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**:  The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor.  The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices.  If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year).  If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because

of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

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

## 7.10     Invoicing Instructions

(a)     The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b)     The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c)     By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d)     The Contractor must provide the original and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.

## 7.11     Certifications

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

## 7.12     Federal Contractors Program for Employment Equity - Default by 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.

## 7.13     Applicable Laws

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

## 7.14     Priority of Documents

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

(a)     these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b)     Supplemental General Conditions, in the following order:

(i)     4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii)      4006 (2010-08-16 ), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

(c)      General Conditions 2035 (2016-04-04), Higher Complexity - Services;

(d)      Annex A, Statement of Work - Annex A including its Appendices as follows;

      (i)      Appendix A to Annex A - Tasking Assessment Procedure;

      (ii)      Appendix B to Annex A - Task Authorization (TA) Form;

      (iii)      Appendix C to Annex A - Resource Assessment Criteria and Response Table;

      (iv)      Appendix D to Annex A - Certifications at the TA stage;

(e)      Annex B, Basis of Payment;

(f)      Annex C, Security Requirements Check List;

(g)      the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h)      the Contractor's bid dated _____.

## 7.15    Foreign Nationals (Canadian Contractor)

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

***Note to Bidders:*** *Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

## 7.16    Foreign Nationals (Foreign Contractor)

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

## 7.17    Insurance Requirements

(a)      **Compliance with Insurance Requirements**

      (i)      The Contractor must comply with the insurance requirements specified in this Article. 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.

      (ii)      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.

      (iii)      The Contractor should 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.  Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force.   If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor 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 the time period will constitute a default under the General Conditions.   The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b)     **Commercial General Liability Insurance**

(i)     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.

(ii)     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)     Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M)     Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c)     **Errors and Omissions Liability Insurance**

(i)     The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii)   If the Professional Liability insurance 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.

(iii)   The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**7.18   Limitation of Liability - Information Management/Information Technology**

(a)   This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b)   **First Party Liability**:
(i)   The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A)   any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B)   physical injury, including death.

(ii)   The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii)   Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv)   The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v)   The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A)   any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B)      Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi)     If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c)      **Third Party Claims**:

(i)      Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii)     If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii)    The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

**7.19      Joint Venture Contractor**

(a)      The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:

(b)      With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i)      _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii)    by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii)   all payments made by Canada to the representative member will act as a release by all the members.

(c)    All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d)    All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e)    The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f)    The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

*Note to Bidders: This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

### 7.20    Professional Services - General

(a)    The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b)    If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c)    In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

**Replacement of Specific Individuals**

(i)    If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A)    the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B)    security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii)   Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A)     exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B)     assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority.  The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada.   Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii)    The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv)    The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

## 7.21    Safeguarding Electronic Media

(a)     Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b)     If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

## 7.22    Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

## 7.23    Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

### 7.24     Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a)     Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b)     During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c)     If 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 an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d)     If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e)     In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

### 7.25     Transition Services at End of Contract Period

The Contractor agrees that, in the period leading up to the end of the Contract Period, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

# ANNEX A

# STATEMENT OF WORK

## A1.0    PROJECT SCOPE

### A1.1    Background and Objectives

The Information Management and Technical Services (IM&TS) Directorate of the Department of Fisheries and Oceans (DFO) is responsible for supporting a number of business applications both within the National Capital Region and across Canada through Regional offices. The Government of Canada launched an initiative across all departments to transform the way information is managed, shared and secured, led by the Treasury Board Secretariat (TBS) and Shared Services Canada (SSC). By 2020, all departmental systems must be reviewed, rationalized and consolidated in compliance with new information technology standards prescribed by SSC.

DFO has put in place the Application Rationalization Initiative (ARI) looking at how it manages its current suite of applications in order to align with SSC's objectives including data centre and networks consolidation, elimination of application duplication and standardization of processes to improve security. To meet this, IM&TS has a requirement to develop Java-based corporate and operational applications (Java 2 Platform, Enterprise Edition (J2EE)).

As the Department moves towards Java-based application development as a standard, IM&TS will require support in the development of the proposed solution in addition to support a diverse set of applications using a broad range of technologies that could include, but not limited to, the following:

| | | |
|---|---|---|
| • ActiveX ADS | • J2EE | • Rational Rose |
| • Adobe Experience Manager | • Java | • REST |
| • Ant | • JavaScript | • RUP |
| • ASP | • JDBC | • SAP |
| • Assyst | • JIRA | • SOAP |
| • BPWin | • JSP | • Spring |
| • C++ | • JUnit | • SQL Server |
| • C# | • Maven | • SQL*DBA |
| • CakePHP | • Microsoft MVC/Entity | • SQL*Forms |
| • CICS | • MS Access | • SQL*Menu |
| • Cognos | • MSDN | • SQL*Net |
| • Cold Fusion | • MS SQL | • SQL*Plus |
| • CORBA | • MySQL | • SQL*Repo |
| • Crystal Reports | • .NET | • SVN |
| • Delphi | • ODBC | • Sybase |
| • Drupal | • OLAP | • TCP/IP |
| • Eclipse | • Oracle 11g | • Unisys DBII Unix |
| • EbXML | • Oracle CASE | • Visual Basic |
| • ERWin | • Oracle Financial | • Visual C++ |
| • Gradle | • Perl | • Visual Studio |
| • Grails | • PHP | • XML |
| • HML | • PL/SQL | |
| • HTML | • PowerBuilder | |
| • Impromptu | | |
| • Infomaker | | |

| | | |
|---|---|---|
| • IntelliJ | | |

As a result, IM&TS requires the establishment of a pool of IM/IT resources to assist it on an "as-and-when-requested basis" to support the development and transition to a Java-based solution platform in addition to maintenance of the current legacy environment.

## A2.0    SCOPE OF WORK

### A2.1    Summary of work:

The Contractor will be requested, on as-and-when-requested basis, via approved Task Authorizations (TAs) to provide qualified professional resources, primarily in the National Capital Region (NCR) to support IM&TS in the delivery of work packages normally associated with the planning, design, development, implementation and support of applications, which may be larger or more complex applications Java-based applications to meet DFO's program and corporate application requirements program and corporate application requirements.  The Contractor will help support all aspects of the assigned IM/IT items of work.

DFO has implemented a governance process to examine and prioritize IM/IT initiatives within the Department. It is anticipated that DFO will continue to develop applications in-house using DFO staff augmented by additional contract resources via various contracting vehicles. It will be at DFO's discretion to determine which applications development projects and activities will be undertaken by the Contractor.

DFO will manage the lifecycle of these application projects using a phased or gated approach. Each application initiative begins with a planning and analysis requirements definition and solution options or design phase to obtain project approval.

### A2.2   Resource Requirements

The required Work and deliverables will be defined in each Task Authorization (TA). The Contractor must provide resources, on an as-and-when requested basis, via approved Task Authorizations (TAs), in any of the categories identified by an "x" under the Experience Level in the table below.

| Reference | Category | Level 1 | Level 2 | Level 3 |
|---|---|---|---|---|
| 1. | Application/Software Architect | | X | X |
| 2. | Programmer/Software Developer | X | X | X |
| 3. | Tester | X | X | X |
| 4. | System Administrator | | X | X |
| 5. | Database Administrator | | X | X |
| 6. | Database Modeller | | X | X |
| 7. | Quality Assurance Specialist/Analyst | X | X | X |
| 8. | Technical Writer | X | X | X |

### SECTION A2.3 Resource Tasks and Activities

The tasks, activities and deliverables as well as their schedule, content and format (as applicable) associated with the specific category of personnel will be identified in each TA and may include, but is not limited to, the following:

### a)  Application/Software Architect – Level 3

1.  Lead and Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
2.  Identify the policies and requirements that drive out a particular solution;
3.  Analyze and evaluate alternative technology solutions to meet business problems;
4.  Ensures the integration of all aspects of technology solutions;
5.  Analyze functional requirements to identify information, procedures and decision flows;
6.  Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;
7.  Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems;
8.  Define input and output sources, including detailed plan for technical design phase, and obtain approval of the system proposal;
9.  Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc;
10. Coaching and mentoring Crown and contracting resources on architecture frameworks and modelling;
11. Assist DFO in obtaining DFO-IM/IT governance and gate approvals related to development of the application;
12. Advise Business and Senior Management on trends and emerging technologies and the impact on DFO's architecture and business strategy; and
13. Provide strategic direction and guidance for projects in terms of architecture impact.
14. Development of project documentation; and
15. Preliminary analysis and development of recommendations.


### b)  Application/Software Architect – Level 2

1.  Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;
2.  Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems;
3.  Define input and output sources, including detailed plan for technical design phase, and obtain approval of the system proposal;
4.  Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc; and
5.  Development of detailed technical and functional design;
6.  Development and documentation of the application system architecture and design;
7.  Development and documentation of the logical data model;
8.  Development of detailed estimate, work plan and schedule for project implementation;
9.  Development of application deployment procedures;
10. Updating of the risk assessment and mitigation plan; and
11. Status reporting.

### c)  Programmer/Software Developer – Level 3

1.  Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
2.  Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
3.  Select and incorporate available software programs;
4.  Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;

5. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
6. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
7. Test instructions, assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference;
8. Coaching and mentoring Crown and contracting resources on programming and software development methodologies and procedures; and
9. Supervising of staff and contractor resources for programming and software development activities and tasks;
10. Development of high level functional and technical specifications through the use of business process maps, use cases, Joint Application Development (JAD) sessions and documented outcome, business workflow and organizational models, and solution prototypes;
11. Development of documentation standards for the project;
12. Development of risk assessment and mitigation plan;
13. Development of high-level project cost estimate, work plan, schedule and related documentation for future project phases; and
14. Status reporting; and
15. Updating of the risk assessment and mitigation plan.

**d) Programmer/Software Developer – Level 2**

1. Analyze the problems outlined by the systems analysts and designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
2. Incorporate available software programs;
3. Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;

4. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
5. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
6. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
7. Correct program errors by revising instructions or altering the sequence of operations; and
8. Test instructions, assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.
9. Develop proof of concept.
10. Development of the source code and operational programs as per the approved requirements and design documentation;
11. Creation of the physical database as per the design;
12. Development of the appropriate Structured Query Language (SQL) as per physical database design;
13. Perform unit testing and variance correction of the application;
14. Support the testing work activities described below by correcting variances as reported by the System Test team;
15. Provide production-ready application source code and executables;
16. develop and integration applications within DFO's current and future information technology environment;
17. Preparation of all required documentation and manuals;

### e) Programmer/Software Developer – Level 1

1. Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
2. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
3. Solve the problems outlined by the systems analysts and designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
4. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
5. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
6. Correct program errors by revising instructions or altering the sequence of operations; and
7. Test instructions, assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

### f) Tester – Level 3

1. Test planning and coordination;
2. Supervision of testing in accordance with the plan;
3. Management and monitoring of test plans for all levels of testing;
4. Management of walkthroughs and reviews related to testing and implementation readiness;
5. Status reporting;
6. Development of test scenarios and test scripts;
7. Development of the master test plan and system test plan deliverables;
8. Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment;
9. Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
10. Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
11. Establishing a validation and verification capability which assumes functional and performance compliance; and
12. Coaching and mentoring Crown and contracting resources on testing methodologies and procedures;

### g) Tester – Level 2

1. Execution and maintenance of the test cases;
2. Management of walkthroughs and reviews related to testing and implementation readiness;
3. Provide support for DFO's User Acceptance Testing; and
4. Provide support for DFO's deployment of the application in the UAT and production environments.
5. Perform quality assurance on test plans executed by junior staff.
6. Development of test scenarios and test scripts;
7. Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment;
8. Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
9. Writing and executing automated test scripts based on developed test plan; and
10. Validate and verify capability to assume functional and performance compliance.

**h) Tester – Level 1**

1. Development of test scenarios and test scripts;
2. Establishing a validation and verification capability which assumes functional and performance compliance
3. Perform manual or automated test plan as provided by the supervisor or senior tester.
4. Status reporting;
5. Identify and report variances, and provide assistance to the developers in problem determination as appropriate;
6. Write manual Test plans.
7. Documentation of all variances and resolutions.

**i) System Administrator – Level 3**

1. Work with Business Analysts, Project Managers, Developers, and clients and stakeholders to maintain and improve software performance;
2. Supervise a team of administrator for assigned system.
3. Apply problem solving skills to troubleshoot and resolve complex technical problems;
4. Ensure timely and reliable system administration procedures, such as backup and or recovery;
5. Analyze system performance and recommend improvements.
6. Development of cost estimate, release and enhancement plan, and schedule for ongoing
7. application maintenance;
8. Completing changes required to enhance application functionality;
9. Updating of the risk assessment and mitigation plan; and
10. Status reporting.
11. Development of a transition plan for review and approval including:
    - o Roles and responsibilities;
    - o Tasks required for transition:
    - o Knowledge transfer requirements and training plan;
    - o Required documentation; and
    - o Milestones and timelines.
12. Conduct transition-out activities as identified in the approved transition plan.

**j) System Administrator – Level 2**

1. Install, monitor, upgrade and maintain operating systems;
2. Install, monitor, upgrade and maintain hardware and software;
3. Apply problem solving skills to troubleshoot and resolve technical problems;
4. Ensure timely and reliable system administration procedures, such as backup and recovery; and
5. Analyze system performance and recommend improvements.
6. Apply fixes to application problem.

**k) Database Administrator – Level 3**

1. Define new database structures;
2. Define data conversion strategy;
3. Define database conversion specifications;
4. Customize data base conversion routines;
5. Finalize Conversion Strategy;
6. Generate new database with the client;
7. Work very closely with the users in order to maintain and safeguard the database;

8. Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements;
9. Maintains the data dictionaries.
10. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
11. Mediates and resolves conflicts among users' needs for data;
12. Develop and implement security procedures for the database, including access and user account management;
13. Advise programmers, analysts, and users about the efficient use of data;
14. Maintain configuration control of the database;
15. Perform or coordinate updates to the database design; and
16. Control and coordinate changes to the database, including the deletion of records, changes to the existing records, additions to the database, develop and coordinate back-up, disaster recovery and virus protection procedures.

**l)  Database Administrator – Level 2**

1. Customize data base conversion routines;
2. Generate new database with the client;
3. Work very closely with the users in order to maintain and safeguard the database;
4. Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements;
5. Maintain data dictionaries;
6. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
7. Mediates and resolves conflicts among users' needs for data;
8. Develop and implement security procedures for the database, including access and user account management;
9. Advise programmers, analysts, and users about the efficient use of data;
10. Maintain configuration control of the database;
11. Perform or coordinate updates to the database design; and
12. Control and coordinate changes to the database, including the deletion of records, changes to the existing records, additions to the database, develop and coordinate back-up, disaster recovery and virus protection procedures.

**m)  Database Modeller – Level 3**

1. Develop and maintain the architecture and data models for corporate and project specific initiatives;
2. Responsible for the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets;
3. Design, develop and maintain Enterprise Data Models;
4. Analyze proposed changes to databases from the context of the Enterprise Data Model;
5. Provide technical expertise in the use and optimization of data modeling techniques to team members;
6. Develop data modeling and metadata policies and procedures;

7. Provide technical assistance, guidance and direction in terms of data analysis and modeling to Team members;
8. Provide assistance to project team and business users relating to data issues and data analysis concepts;
9. Participate in the development of data modeling and metadata policies and procedures;
10. Participate in data analysis as a result of new and updated requirements;
11. Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities;

12. Analyze and evaluate alternative data architecture solutions to meet business problems and requirements to be incorporated into the corporate data architecture;
13. Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them;
14. Improve modeling efficiency through recommendations on how to better utilize current metadata repositories;
15. Comply with corporate repository metadata directions;
16. Provide input to refinement of data architectures;
17. Participate in data architecture refinement;
18. Define access strategies;
19. Construct, monitor and report on work plans and schedules;
20. Mentor and coach Crown and contractual resources in enterprise data model development; and
21. Supervisor junior resources in enterprise data modelling activities and tasks.

**n) Database Modeller – Level 2**

1. Develop and maintain the architecture and data models for corporate and project specific initiatives;
2. Responsible for the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets;
3. Provide technical expertise in the use and optimization of data modeling techniques to team members;
4. Provide technical assistance, guidance and direction in terms of data analysis and modeling to junior team members;
5. Provide assistance to project team and business users relating to data issues and data analysis concepts;
6. Improve modeling efficiency through recommendations on how to better utilize current metadata repositories.
7. Participate in the development of data modeling and metadata policies and procedures;
8. Participate in data analysis as a result of new and updated requirements;
9. Apply approved changes to logical data models;
10. Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities;
11. Analyze and evaluate alternative data architecture solutions to meet business problems and requirements to be incorporated into the corporate data architecture;
12. Comply with corporate repository metadata directions;
13. Provide input to refinement of data architectures;
14. Participate in data architecture refinement;
15. Provide access based on access strategies; and
16. Report on work plans and schedules.

**o) Quality Assurance Specialist / Analyst – Level 3**

1. Lead development of test plans, test scripts and test data;
2. Participate in functional and technical design reviews, perform integration and functional and system testing, and verify test results;
3. Identify and document software defects;
4. Participate with other project resources to resolve defects; and
5. Perform regression testing of software applications.

**p) Quality Assurance Specialist / Analyst – Level 2**

1. Participate in functional and technical design reviews, perform integration and functional and system testing, and verify test results;
2. Identify and document software defects;

3. Participate with other project resources to resolve defects; and
4. Perform regression testing of software applications.

**q) Quality Assurance Specialist / Analyst – Level 1**

1. Identify and document software defects;
2. Participate with other project resources to resolve defects; and
3. Perform regression testing of software applications.

**r) Technical Writer – Level 3**

1. Document help text, user manuals, technical documentation, web page content, etc;
2. Review documentation standards and the existing project documentation;
3. Determine documentation requirements and make plans for meeting them;
4. Gather information concerning the features and functions provided by the developers;
5. Assess the audience for the documents and manuals which are required and prepare a statement of purpose and scope for each;
6. Develop a table of content for each document and manual and write or edit the required content;
7. Investigate the accuracy of the information collected by making direct use of the material being documented;
8. Prepare or coordinate the preparation of any required illustrations and diagrams;
9. Design the layout of the documents and manuals;
10. Use word-processing, desk-top publishing and graphics software packages to produce final camera-ready copy; and
11. Prepare related briefings and status reports to management.

**s) Technical Writer – Level 2**

1. Document help text, user manuals, technical documentation, web page content, etc.;
2. Review documentation standards and the existing project documentation;
3. Determine documentation requirements and make plans for meeting them;
4. Gather information concerning the features and functions provided by the developers;
5. Assess the audience for the documents and manuals which are required and prepare a statement of purpose and scope for each;
6. Investigate the accuracy of the information collected by making direct use of the material being documented;
7. Prepare required illustrations and diagrams as designated by supervisor;
8. Design the layout of the documents and manuals; and
9. Use word-processing, desk-top publishing and graphics software packages to produce final camera-ready copy.

**t) Technical Writer – Level 1**

1. Document help text, user manuals, technical documentation, web page content, etc. using approved layout;
2. Review documentation standards and the existing project documentation;
3. Gather information concerning the features and functions provided by the developers;
4. Develop a table of content for each document and manual and write or edit the required content;
5. Investigate the accuracy of the information collected by making direct use of the material being documented; and
6. Use word-processing, desk-top publishing and graphics software packages to produce final camera-ready copy.

**A2.4     Reporting Requirements:**

When a Task Authorization has been issued each resource must provide a weekly status report in MS Word electronically to the Project Authority identified in the Task Authorization outlining what work was undertaken during the reporting period, what work is still outstanding, and any issues or concerns that the resource wants to identify to the attention of the Project Authority.

**A2.5     Deliverables:**

Deliverables will be identified within TAs issued under the Contract. The Contractor must ensure that all Deliverables submitted are in conformity with the instructions issued by the Technical Authority as specified in the TA. The scope of work attached to each TA will identify the particular deliverable(s), tasks, and other relevant areas of consideration, e.g. language of deliverables that are required to be implemented by the Contractor in the provision of Services.

**A2.6 Number of Copies and Format**

Unless otherwise specified by the Technical Authority, one hard copy and one electronic copy of any deliverables must be provided to the Technical Authority. Deliverables must be provided in the MS Office Suite format, using the then current version in use at DFO (Note: DFO is currently using MS Office version 2010). The Task Authorization will indicate the format if any specialized deliverable is requested.

**A3.0     OTHER TERMS AND CONDITIONS**

**A3.1     Location of Work, Work site and Delivery Point**

The location of the work will be identified in the Task Authorization but is expected to be done predominantly at the DFO offices located in the National Capital Region at 200 Kent Street, Ottawa. The resources will, on a regular basis, conduct, facilitate or attend meetings at various locations within the National Capital Region (NCR).

**A3.2     Language of Work**

All requirements for completion of the project will be provided, as it will be indicated in the TA, in English or in French.

# APPENDIX A TO ANNEX A

## TASKING ASSESSMENT PROCEDURE

1.  Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form.   The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2.  For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA.   The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

    (i)    Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

    (ii)   For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

    (iii)  For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period.  Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

    (iv)   For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

    (v)    For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only 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.

    (vi)   A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities and responsibilities, the stated qualifications and experience were obtained.  In situations in which a proposed resource worked at the same time on more than one

project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3.   The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria.  Canada may request proof of successful completion of formal training, as well as reference information.  Canada may conduct reference checks to verify the accuracy of the information provided.  If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days.  Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4.   During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5.   Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category.  If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6.   Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

**APPENDIX B TO ANNEX A**
**TASK AUTHORIZATION FORM**

**(SEE ATTACHED HERETO)**

# APPENDIX C TO ANNEX A
# RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE


### (TO BE USED WHEN THE CONTRACT IS AWARDED)


To facilitate resource assessment, Contractors must prepare and submit a response to a Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information, which demonstrates the requested criteria and reference to the page number of the resume, should be incorporated so that the evaluator can verify this information. It is not acceptable that the tables should contain all the project information from the resume. Only the specific answer should be provided.


**Mandatory Resource Criteria:**


The Contractor must demonstrate its ability to provide qualified resources to support DFO anticipated Java application development requirements in the NCR by proposing a different resource to fulfill each category contained in the Mandatory categories below. Resources cannot be proposed for more than one category.


**Application/Software Architect – Level 3**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|------|----------------------|--------------------|-----------------------|-|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br><br>1. Lead and developed the technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;<br>2. Identify the policies and requirements that drive out a particular solution;<br>3. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems<br>4. Coaching and mentoring Crown and contracting resources on architecture frameworks and modelling; and<br>5. Advise Business and Senior Management on trends and emerging technologies and the impact on DFO's architecture and | ☐ Yes<br><br>☐ No | | |

| Item | Mandatory Requirement | Compliant (Yes/No) | | |
|------|----------------------|-------------------|---|---|
| | | | | |

| | business strategy. | | | |
|------|----------------------|-------------------|---|---|
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in designing Java applications on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes<br>☐ No | | |
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1.   .Net;<br>2.   PHP;<br>3.   PL/SQL;<br>4.   Java (Grails or Spring Framework)<br>5.   MS Dynamics. | ☐ Yes<br>☐ No | | |

**Application/Software Architect – Level 2**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|------|----------------------|-------------------|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br><br>1.   Develop detailed technical and functional design;<br>2.   Develop and document application system architecture and design;<br>3.   Develop and document logical data model;<br>4.   Develop detailed estimate, work plan and schedule for project implementation; and<br>5.   Develop application deployment procedures. | ☐ Yes<br>☐ No | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in designing Java | ☐ Yes<br>☐ No | | |

| | | | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | | |
| | applications on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | | | |
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies: <br> 1.  .Net; <br> 2.  PL/SQL; <br> 3.  PHP; <br> 4.  Java (Grails or Spring Framework) <br> 5.  MS Dynamics. | ☐ Yes <br><br> ☐ No | | |

**Programmer/Software Developer (Level 3)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks: <br><br> 1.  Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity; <br> 2.  Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results; <br> 3.  Test instructions, assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference; <br> 4.  Coaching and mentoring Crown and contracting resources on programming and software development methodologies and procedures; and <br> 5.   Supervising of staff and contractor | ☐ Yes <br><br> ☐ No | | |

| | | | | |
|---|---|---|---|---|
| | resources for programming and software development activities and tasks. | | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in using a Standard System Development Lifecycle (SDLC) methodology. | ☐ Yes<br>☐ No | | |
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 7 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in developing on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes<br>☐ No | | |
| **M4.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1.  .Net;<br>2.  PL/SQL;<br>3.  PHP<br>4.  Java (Grails or Spring Framework)<br>5.  MS Dynamics. | ☐ Yes<br>☐ No | | |
| **M5.** | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in coaching and mentoring Crown or Contractual employees.<br><br>To be accepted, the demonstrated experience must be in Java development on the Java 2 Enterprise Edition (J2EE) platform using Scrum Methodology*.<br><br>*Scrum Methodology is defined as iterative and incremental Agile software development model for managing software development Scrum is based on multiple small teams working in an intensive and interdependent mannerin determining how to deliver the highest priority features of an application." | ☐ Yes<br>☐ No | | |

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**Programmer/Software Developer (Level 2)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|------|----------------------|--------------------|------------------------|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| M1. | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br><br>1. Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;<br>2. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;<br>3. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs; and<br>4. Test instructions, assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference. | ☐ Yes<br>☐ No | | |
| M2. | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in using a Standard System Development Lifecycle (SDLC) methodology. | ☐ Yes<br>☐ No | | |
| M3. | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in developing on the Java 2 | ☐ Yes<br>☐ No | | |

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|---|---|---|---|---|
| | Enterprise Edition (J2EE) platform (version 1.3 or more recent). | | | |
| **M4.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies: <br> 1. .Net; <br> 2. PHP <br> 3. PL/SQL; <br> 4. Java (Groovy or Spring) <br> 5. MS Dynamics. | ☐ Yes <br><br> ☐ No | | |

### Programmer/Software Developer (Level 1)

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing the following tasks: <br> 1. Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity; <br> 2. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results; <br> 3. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs; and <br> 4. Test instructions, assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference. | ☐ Yes <br><br> ☐ No | | |

| M2. | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in using a Standard System Development Lifecycle (SDLC) methodology. | ☐ Yes  ☐ No | | |
|---|---|---|---|---|
| M3. | The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in developing on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes  ☐ No | | |
| M4. | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies: 1. .Net; 2. PL/SQL; 3. Java (Grails or Spring) 4. PHP 5. MS Dynamics. | ☐ Yes  ☐ No | | |

**Tester (Level 3)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| M1. | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks: 1. Supervision of testing in accordance with the plan; 2. Management of walkthroughs and reviews related to testing and implementation readiness; 3. Development of test scenarios and test scripts; 4. Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on | ☐ Yes  ☐ No | | |

| Item | Mandatory Requirement | Compliant (Yes/No) | |
|---|---|---|---|
| | automating the testing procedures; and<br>5. Establishing a validation and verification capability which assumes functional; and performance compliance. | | |
| M2. | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in software testing procedures for unit testing, integration testing and regression testing on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes<br>☐ No | |
| M3. | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1. .Net;<br>2. PHP;<br>3. PL/SQL;<br>4. Java (Grails or Spring)<br>5. MS Dynamics. | ☐ Yes<br>☐ No | |

**Tester (Level 2)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| M1. | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Management of walkthroughs and reviews related to testing and implementation readiness;<br>2. Development of test scenarios and test scripts;<br>3. Establishing software testing procedures for unit test, | ☐ Yes<br>☐ No | | |

| | | | |
|---|---|---|---|
| | integration testing and regression testing with emphasis on automating the testing procedures; and<br>4. Establishing a validation and verification capability which assumes functional and performance compliance. | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software testing procedures for unit testing, integration testing and regression testing on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes<br>☐ No | |
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1. .Net;<br>2. PHP;<br>3. PL/SQL;<br>4. Java (Grails or Spring)<br>5. MS Dynamics. | ☐ Yes<br>☐ No | |

**Tester (Level 1)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Development of test scenarios and test scripts;<br>2. Establishing a validation and verification capability which | ☐ Yes<br>☐ No | | |

| | | | |
|---|---|---|---|
| | assumes functional and performance compliance<br>3. Perform manual or automated test plan as provided by the supervisor or senior tester; and<br>4. Identify and report variances, and provide assistance to the developers in problem determination as appropriate. | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software testing procedures for unit testing, integration testing and regression testing on the Java 2 Enterprise Edition (J2EE) platform. | ☐ Yes<br>☐ No | |
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1. .Net;<br>2. PHP;<br>3. PL/SQL;<br>4. Java (Grails or Spring)<br>5. MS Dynamics. | ☐ Yes<br>☐ No | |

**System Administrator (Level 3)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Supervise a team of | ☐ Yes<br>☐ No | | |

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|---|---|---|---|---|
| | administrator for assigned system<br>2. Work with Business Analysts, Project Managers, Developers, and clients/stakeholders to maintain and improve software performance;<br>3. Apply problem solving skills to troubleshoot and resolve technical problems; and<br>4. Analyze system performance and recommend improvements. | | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing installations, monitoring and system upgrades of applications on the Java 2 Enterprise Edition (J2EE) platform. | ☐ Yes<br>☐ No | | |
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1. .Net;<br>2. PHP;<br>3. PL/SQL;<br>4. Java (Grails or Spring)<br>5. MS Dynamics. | ☐ Yes<br>☐ No | | |

**System Administrator (Level 2)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Install, monitor, upgrade and maintain operating systems;<br>2.  Install, monitor, upgrade and maintain hardware and software; | ☐ Yes<br>☐ No | | |

| | | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | 3. Apply problem solving skills to troubleshoot and resolve technical problems; and<br>4. Ensure timely and reliable system administration procedures, such as backup and/or recovery. | | | |
| M2. | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in completing installations, monitoring and system upgrades of applications on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes<br>☐ No | | |
| M3. | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1. .Net;<br>2. PHP;<br>3. PL/SQL;<br>4. Java (Grail or Spring)<br>5. MS Dynamics. | ☐ Yes<br>☐ No | | |

**Database Administrator (Level 3)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| M1. | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Define new database structures;<br>2. Define data conversion strategy and specifications;<br>3. Generate new database with the client;<br>4. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database; and<br>5. Develop and implement security | ☐ Yes<br>☐ No | | |

| | procedures for the database, including access and user account management; | | | |
|---|---|---|---|---|
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in developing, customizing and converting database structures for web applications that use Oracle version 9i (or higher) as the backend. | ☐ Yes<br><br>☐ No | | |

**Database Administrator (Level 2)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Generate new database with the client;<br>2. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;<br>3. Maintain data dictionaries;<br>4. Perform or coordinate updates to the database design; and<br>5. Maintain configuration control of the database. | ☐ Yes<br><br>☐ No | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in developing, customizing and converting database structures for web applications that use Oracle version 9i (or higher) as the backend. | ☐ Yes<br><br>☐ No | | |

**Database Modeller (Level 3)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED | INSERT PAGE # OF |

| | | | EXPERIENCE (CONTRACTORS TO INSERT DATA) | RESUME |
|---|---|---|---|---|
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks: <br> 1. Develop and maintain the architecture and data models for corporate and project specific initiatives; <br> 2. Design, develop and maintain Enterprise Data Models; <br> 3. Develop data modeling and metadata policies and procedures; and <br> 4. Analyze and evaluate alternative data architecture solutions to meet business problems/requirements to be incorporated into the corporate data architecture. | ☐ Yes <br> ☐ No | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in developing, designing and maintaining enterprise data models for Java based applications on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes <br> ☐ No | | |

**Database Modeller (Level 2)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing the following tasks: <br> 1. Develop and maintain the architecture and data models | ☐ Yes <br> ☐ No | | |

| | | | CONTRACTOR'S RESPONSE | |

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|------|----------------------|--------------------|-----------------------|--|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| | for corporate and project specific initiatives;<br>2. Participate in the development of data modeling and metadata policies and procedures;<br>3. Provide technical expertise in the use and optimization of data modeling techniques to team members; and<br>4. Improve modeling efficiency through recommendations on how to better utilize current metadata repositories. | | | |
| M2. | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in developing, designing and maintaining enterprise data models for Java based applications Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent). | ☐ Yes<br>☐ No | | |

**Quality Assurance Specialist/Analyst (Level 3)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|------|----------------------|--------------------|-----------------------|--|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| M1. | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Lead development of test plans, test scripts and test data;<br>2. Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results;<br>3. Identify and document software defects; and<br>4. Perform regression testing of software applications. | ☐ Yes<br>☐ No | | |
| M2. | The Contractor must demonstrate that the proposed resource has a | ☐ Yes | | |

| | minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in developing functional and technical design and perform integration and functional testing of applications on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent).. | ☐ No | | |
|---|---|---|---|---|
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1. .Net;<br>2. PHP;<br>3. PL/SQL;<br>4. Java (Grail or Spring)<br>5. MS Dynamics. | ☐ Yes<br>☐ No | | |

**Quality Assurance Specialist/Analyst (Level 2)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results;<br>2. Identify and document software defects;<br>3. Participate with other project resources to resolve defects; and<br>4. Perform regression testing of software applications. | ☐ Yes<br>☐ No | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 3 years' experience, | ☐ Yes<br>☐ No | | |

| | | | | |
|---|---|---|---|---|
| | within the last 5 years prior to the Task Authorization (TA) issuing date, in developing functional and technical design and perform integration and functional testing of applications on the Java 2 Enterprise Edition (J2EE) platform (version 1.3 or more recent).. | | | |
| **M3.** | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1.  .Net;<br>2.  PHP;<br>3.  PL/SQL;<br>4.  Java (Grails or Spring)<br>5.  MS Dynamics. | ☐ Yes<br>☐ No | | |

**Quality Assurance Specialist/Analyst (Level 1)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1.  Identify and document software defects;<br>2.  Participate with other project resources to resolve defects; and<br>3.  Perform regression testing of software applications. | ☐ Yes<br>☐ No | | |
| **M2.** | The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in developing functional and technical design and perform integration and functional testing of applications on the Java 2 Enterprise Edition (J2EE) | ☐ Yes<br>☐ No | | |

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | | |
| | platform (version 1.3 or more recent). | | | |
| M3. | The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience, within the last 5 years prior to the Task Authorization (TA) issuing date, in software development and maintenance with two of the following technologies:<br>1. .Net;<br>2. PHP;<br>3. PL/SQL;<br>4. Java (Grails or Spring)<br>5. MS Dynamics. | ☐ Yes<br><br>☐ No | | |

### Technical Writer (Level 3)

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| M1. | The Contractor must demonstrate that the proposed resource has a minimum of 10 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Document help text, user manuals, technical documentation, web page content, etc;<br>2. Gather information concerning the features and functions provided by the developers;<br>3. Investigate the accuracy of the information collected by making direct use of the material being documented;<br>4. Design the layout of the documents/manuals; and<br>5. Prepare related briefings and status reports to management. | ☐ Yes<br><br>☐ No | | |

### Technical Writer (Level 2)

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS | INSERT PAGE # OF RESUME |

| | | | TO INSERT DATA) | |
|---|---|---|---|---|
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience, within the last 15 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Document help text, user manuals, technical documentation, web page content, etc;<br>2. Review documentation standards and the existing project documentation;<br>3. Gather information concerning the features and functions provided by the developers;<br>4. Investigate the accuracy of the information collected by making direct use of the material being documented; and<br>5. Design the layout of the documents/manuals. | ☐ Yes<br><br>☐ No | | |

**Technical Writer (Level 1)**

| Item | Mandatory Requirement | Compliant (Yes/No) | CONTRACTOR'S RESPONSE | |
|---|---|---|---|---|
| | | | DEMONSTRATED EXPERIENCE (CONTRACTORS TO INSERT DATA) | INSERT PAGE # OF RESUME |
| **M1.** | The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the last 10 years prior to the Task Authorization (TA) issuing date, in completing the following tasks:<br>1. Document help text, user manuals, technical documentation, web page content, etc;<br>2. Gather information concerning the features and functions provided by the developers; and<br>3. Investigate the accuracy of the information collected by making direct use of the material being documented. | ☐ Yes<br><br>☐ No | | |

## APPENDIX D TO ANNEX A

## CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable.  If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

**1.     CERTIFICATION OF EDUCATION AND EXPERIENCE**

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

_____          _____

Print name of authorized individual & sign above          Date

**2.     CERTIFICATION OF AVAILABILITY OF PERSONNEL**

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

_____          _____

Print name of authorized individual & sign above          Date

**3.     CERTIFICATION OF STATUS OF PERSONNEL**

If the Contractor has proposed any individual  who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA  and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability.  Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

_____          _____

Print name of authorized individual & sign above          Date

**4.     CERTIFICATION OF LANGUAGE**

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English or French. The individual(s) proposed must be able to communicate orally and in writing in English or French without any assistance and with minimal errors.

_____          _____

Print name of authorized individual & sign above          Date


## 5. NON-DISCLOSURE AGREEMENT

I, (name of proposed resource) _____, recognize that in the course of my work as an employee or subcontractor of (name of Contractor) _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No EN869-161257/001/EL between Her Majesty the Queen in Right of Canada, represented by the Minister of Public Works and Government Services, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract. I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: EN869-161257/001/EL.


_____          _____

Print name of proposed resource & sign above          Date

## ANNEX B

## BASIS OF PAYMENT

**(Will be completed by the Contracting Authority at the time of contract award)**

**INITIAL CONTRACT PERIOD:**

| Initial Contract Period<br><br>(Date of Contract award to 1 year later) (1 Year) | | |
| --- | --- | --- |
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ TBD |
| Application/Software Architect | Level 3 | $ TBD |
| Programmer/Software Developer | Level 1 | $ TBD |
| Programmer/Software Developer | Level 2 | $ TBD |
| Programmer/Software Developer | Level 3 | $ TBD |
| Tester | Level 1 | $ TBD |
| Tester | Level 2 | $ TBD |
| Tester | Level 3 | $ TBD |
| System Administrator | Level 2 | $ TBD |
| System Administrator | Level 3 | $ TBD |
| Database Administrator | Level 2 | $ TBD |
| Database Administrator | Level 3 | $ TBD |
| Database Modeller | Level 2 | $ TBD |
| Database Modeller | Level 3 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 1 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 2 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 3 | $ TBD |
| Technical Writer | Level 1 | $ TBD |
| Technical Writer | Level 2 | $ TBD |
| Technical Writer | Level 3 | $ TBD |

**OPTION PERIODS:**

| Option Period 1 (1 YEAR) | | |
| --- | --- | --- |
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ TBD |
| Application/Software Architect | Level 3 | $ TBD |
| Programmer/Software Developer | Level 1 | $ TBD |

| Programmer/Software Developer | Level 2 | $ TBD |
|---|---|---|
| Programmer/Software Developer | Level 3 | $ TBD |
| Tester | Level 1 | $ TBD |
| Tester | Level 2 | $ TBD |
| Tester | Level 3 | $ TBD |
| System Administrator | Level 2 | $ TBD |
| System Administrator | Level 3 | $ TBD |
| Database Administrator | Level 2 | $ TBD |
| Database Administrator | Level 3 | $ TBD |
| Database Modeller | Level 2 | $ TBD |
| Database Modeller | Level 3 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 1 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 2 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 3 | $ TBD |
| Technical Writer | Level 1 | $ TBD |
| Technical Writer | Level 2 | $ TBD |
| Technical Writer | Level 3 | $ TBD |

| Option Period 2 (1 YEAR) | | |
|---|---|---|
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ TBD |
| Application/Software Architect | Level 3 | $ TBD |
| Programmer/Software Developer | Level 1 | $ TBD |
| Programmer/Software Developer | Level 2 | $ TBD |
| Programmer/Software Developer | Level 3 | $ TBD |
| Tester | Level 1 | $ TBD |
| Tester | Level 2 | $ TBD |
| Tester | Level 3 | $ TBD |
| System Administrator | Level 2 | $ TBD |
| System Administrator | Level 3 | $ TBD |
| Database Administrator | Level 2 | $ TBD |
| Database Administrator | Level 3 | $ TBD |
| Database Modeller | Level 2 | $ TBD |
| Database Modeller | Level 3 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 1 | $ TBD |

| Quality Assurance Specialist/Analyst | Level 2 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 3 | $ TBD |
| Technical Writer | Level 1 | $ TBD |
| Technical Writer | Level 2 | $ TBD |
| Technical Writer | Level 3 | $ TBD |

| **Option Period 3 (1 YEAR)** | | |
| --- | --- | --- |
| **Resource Category** | **Level of Expertise** | **Firm Per Diem Rate** |
| Application/Software Architect | Level 2 | $ TBD |
| Application/Software Architect | Level 3 | $ TBD |
| Programmer/Software Developer | Level 1 | $ TBD |
| Programmer/Software Developer | Level 2 | $ TBD |
| Programmer/Software Developer | Level 3 | $ TBD |
| Tester | Level 1 | $ TBD |
| Tester | Level 2 | $ TBD |
| Tester | Level 3 | $ TBD |
| System Administrator | Level 2 | $ TBD |
| System Administrator | Level 3 | $ TBD |
| Database Administrator | Level 2 | $ TBD |
| Database Administrator | Level 3 | $ TBD |
| Database Modeller | Level 2 | $ TBD |
| Database Modeller | Level 3 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 1 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 2 | $ TBD |
| Quality Assurance Specialist/Analyst | Level 3 | $ TBD |
| Technical Writer | Level 1 | $ TBD |
| Technical Writer | Level 2 | $ TBD |
| Technical Writer | Level 3 | $ TBD |

**ANNEX C**
**SECURITY REQUIREMENTS CHECK LIST**

**(SEE ATTACHED HERETO)**

Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

# TASK AUTHORIZATION FORM
# FORMULAIRE D'AUTORISATION DE TÂCHES

**PART 1** (completed by the Technical/Project Authority) / **PARTIE 1** (complété par le Responsable technique / Chargé du projet)

## A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

| Task Authorization (TA) No. / Nº de l'autorisation de tâches (AT) : | Commitment No. / Nº de l'engagement : | Financial Coding / Code financier : | Date of Issuance / Date d'émission : | Response required by / Réponse requise par : |
|---|---|---|---|---|
| | | | | |

## B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

## C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

| Category / Catégorie | Level / Niveau | Estimated Level of Effort (days) / Niveau d'effort estimatif (jours) | Linguistic Profile / Profile linguistique | Required Level(s) of Security / Niveau(x) de sécurité requis |
|---|---|---|---|---|
| | | | | |

+
-

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

**Period of Services / Période de service:**

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

**PART 2** (completed by the Contractor and/or the Technical/Project Authority ) / **PARTIE 2** (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

## A. Contractor Resource(s) / Ressource(s) du Contracteur
Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

# TASK AUTHORIZATION FORM
# FORMULAIRE D'AUTORISATION DE TÂCHES

| Name / Nom | Category / Catégorie | Level / Niveau | Linguistic Profile / Profile linguistique | Level of Security / Niveau de sécurité | PWGSC Security File No. / Nº du dossier de sécurité TPSGC | |
|---|---|---|---|---|---|---|
| | | | | | | +<br>- |

**B. Estimated Cost / Coût estimatif**

| Category / Catégorie | Level / Niveau | Per Diem Rate / Taux journalier | Estimated Level of Effort (days) / Niveau d'effort estimatif (jours) | Total Cost / Coût estimatif |
|---|---|---|---|---|
| +<br>- | | | | |
| Estimated Cost / Coût estimatif | | | | |
| Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie | | | | $0.00 |
| Taxe % applied / % de taxes appliquées | | Applicable Taxes / Taxes applicables | | $0.00 |
| Total Estimated Cost / Coût total estimatif | | | | $0.00 |

## PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $1,200,000.00 When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $1,200,000.00 Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

_____  _____
Name of Authorized Client / Nom du client autorisé    Date

_____
Signature

_____  _____
Name of Contracting Authority / Nom de l'autorité contractante    Date

_____
Signature

## PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

_____  _____  _____
Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur    Signature    Date

| Government of Canada | Gouvernement du Canada | | Contract Number / Numéro du contrat |
|---|---|---|---|
| | | | Security Classification / Classification de sécurité UNCLASSIFIED |

## 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 | 2. Branch or Directorate / Direction générale ou Direction |
|---|---|

| 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

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

6. Indicate the type of access required / Indiquer le type d'accès requis

| | No / Non | Yes / Oui |
|---|---|---|
| 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) | No / Non | ✓ 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. | ✓ No / Non | 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? | ✓ No / Non | 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 ✓ | NATO / OTAN | Foreign / Étranger |
|---|---|---|

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

| | | |
|---|---|---|
| No release restrictions Aucune restriction relative à la diffusion ✓ | All NATO countries Tous les pays de l'OTAN | No release restrictions Aucune restriction relative à la diffusion |
| Not releasable À ne pas diffuser | | |
| Restricted to: / Limité à : | Restricted to: / Limité à : | Restricted to: / Limité à : |
| Specify country(ies): / Préciser le(s) pays : | Specify country(ies): / Préciser le(s) pays : | Specify country(ies): / Préciser le(s) pays : |

7. c) Level of information / Niveau d'information

| Canada | | NATO / OTAN | | Foreign / Étranger | |
|---|---|---|---|---|---|
| PROTECTED A / PROTÉGÉ A | ✓ | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ | | PROTECTED A / PROTÉGÉ A | |
| PROTECTED B / PROTÉGÉ B | ✓ | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | | PROTECTED B / PROTÉGÉ B | |
| PROTECTED C / PROTÉGÉ C | | NATO CONFIDENTIAL / NATO CONFIDENTIEL | | PROTECTED C / PROTÉGÉ C | |
| CONFIDENTIAL / CONFIDENTIEL | | NATO SECRET / NATO SECRET | | CONFIDENTIAL / CONFIDENTIEL | |
| SECRET / SECRET | | COSMIC TOP SECRET / COSMIC TRÈS SECRET | | SECRET / SECRET | |
| TOP SECRET / TRÈS SECRET | | | | TOP SECRET / TRÈS SECRET | |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) | | | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) | |

TBS/SCT 350-103(2004/12)

| Security Classification / Classification de sécurité UNCLASSIFIED |
|---|

Canada

## 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?   ☑ No / Non   ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

☑ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET– SIGINT
TRÈS SECRET – SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ 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?   ☑ No / Non   ☐ Yes / Oui

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

### INFORMATION / ASSETS   /   RENSEIGNEMENTS / BIENS

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

Government of Canada    Gouvernement du Canada

| Contract Number / Numéro du contrat |
|---|
| Security Classification / Classification de sécurité |
| UNCLASSIFIED |

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

### SUMMARY CHART   /   TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | 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 CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets Renseignements / Biens | ✓ | ✓ | | | | | | | | | | | | | | |
| Production | | | | | | | | | | | | | | | | |
| IT Media / Support TI | ✓ | ✓ | | | | | | | | | | | | | | |
| IT Link / Lien électronique | | | | | | | | | | | | | | | | |

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

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

| | | | Contract Number / Numéro du contrat |
|---|---|---|---|
| Government of Canada | Gouvernement du Canada | | |
| | | | Security Classification / Classification de sécurité UNCLASSIFIED |

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

| 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 |
|---|---|---|---|

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

| 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 |
|---|---|---|---|

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 |
|---|---|---|

| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 23-06-2016 |
|---|---|---|---|

Danica Zuger
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Contracts Security Division|Division des contrats sécurité
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