



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Treasury Board of Canada Secretariat
 TBS Bid Receiving Unit
 c/o Mail Services (Receiving - Access via Loading Dock)
 Level 01, Room 0148A
 90 Elgin Street
 Ottawa, Canada K1A 0R5

Secrétariat du Conseil du Trésor du Canada
 Unité de réception des soumissions du SCT
 c/o Services du courrier (Réception - Accès via le quai de chargement)
 Niveau 01, Pièce 0148A
 90, rue Elgin
 Ottawa, Canada K1A 0R5

Proposal to: Treasury Board of Canada Secretariat

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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions aux : Secrétariat du Conseil du Trésor du Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 24062-17-059	Type - Genre RFSO	Update - Mise à jour
Solicitation closes - La demande prend fin at - à 2:00pm EST on - le March 1st, 2017	TBS File No. - N° de dossier de SCT 24062-17-059	

↑ Please ensure this area appears in window of return envelope
 S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↓



Page of de	
Date of Solicitation - Date de la demande 2017-01-19	
Address inquiries to - Adresser toute demande de renseignements à : All inquiries must be submitted in writing to: trevor.clark@tbs-sct.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Special Instructions- Instructions spéciales	

Instructions:
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the GST/HST is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la TPS/TVH devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name Address - Nom et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Name / Nom	
Title/ Titre	
Signature : _____	
Date : _____	



Solicitation No. - N° de l'invitation
24062-17-059

Request for Standing Offers (RFSO) - Compensation Comparability Studies for Various Occupational Groups within the Federal Public Service.

Treasury Board of Canada Secretariat (TBS) requires up to six (6) contractors to supply Compensation Comparability Studies for Various Occupational Groups within the Federal Public Service on an “as and when required basis” as further described in Annex “A” - Statement of Work, of this RFSO.

This RFSO describes the process by which a bidder, who is the person or entity submitting a proposal responding to the requirements of the RFSO and having legal capacity to contract (a “**Bidder**”), may be selected for recommendation of standing offer (SO) award. The maximum total value of any and all SO resulting from this RFSO **is estimated to be \$1,900,000.00** inclusive of any eligible expenses and applicable taxes, each with a term of three (3) year(s) expiring on March 31, 2020, plus an irrevocable option for TBS to extend the term for up to one (1) additional optional year.



Solicitation No. - N° de l'invitation
24062-17-059

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 INTRODUCTION.....4

1.2 SUMMARY4

1.3 SECURITY REQUIREMENTS5

1.4 DEBRIEFINGS5

PART 2 - BIDDER INSTRUCTIONS 6

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS6

2.2 SUBMISSION OF OFFERS6

2.3 FORMER PUBLIC SERVANT.....6

2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS8

2.5 APPLICABLE LAWS.....8

PART 3 - OFFER PREPARATION INSTRUCTIONS..... 9

3.1 BIDDER PREPARATION INSTRUCTIONS9

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 11

4.1 EVALUATION PROCEDURES.....11

4.2 BASIS OF SELECTION.....21

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 23

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER23

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A SO AND ADDITIONAL INFORMATION23

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS 25

6.1 SECURITY REQUIREMENTS25

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES 26

A. STANDING OFFER 26

7.1 OFFER.....26

7.2 SECURITY REQUIREMENTS26

7.3 STANDARD CLAUSES AND CONDITIONS.....26

7.4 TERM OF STANDING OFFER27

7.5 AUTHORITIES28

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS28

7.7 IDENTIFIED USERS.....30

7.8 CALL-UP PROCEDURES30

7.9 CALL-UP INSTRUMENT31

7.10 LIMITATION OF CALL-UPS31

7.11 FINANCIAL LIMITATION.....31

7.12 PRIORITY OF DOCUMENTS32

7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....32

7.14 APPLICABLE LAWS.....32

B. RESULTING CONTRACT CLAUSES 33

7.1 STATEMENT OF WORK.....33



Solicitation No. - N° de l'invitation
24062-17-059

7.2	STANDARD CLAUSES AND CONDITIONS	33
7.3	TERM OF CONTRACT	33
7.5	PAYMENT	33
7.6	INVOICING INSTRUCTIONS	34
ANNEX "A"	36
STATEMENT OF WORK	36
ANNEX "B"	46
BASIS OF PAYMENT	46
ANNEX "C"	47
SECURITY REQUIREMENTS CHECK LIST	49
ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS	51



Solicitation No. - N° de l'invitation
24062-17-059

PART 1 - GENERAL INFORMATION

1.1 Introduction

The RFSO is divided into seven parts plus five (5) annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Bidder Preparation Instructions: provides Bidders with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the SO containing the offer from the Bidder and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the SO.

The Annexes include the Statement of Work (SOW), the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 The Expenditure Management Sector (EMS) of TBS requires the services of a Contractor to conduct compensation comparability studies over the next four fiscal years for selected bargaining units and / or occupational groups within the federal public service. The objective of these studies is to compare the value of components of total compensation (e.g. wages, health and dental benefits, pension) for specific groups within the federal public service with compensation offered in the private sector and/or other public sectors.

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



Solicitation No. - N° de l'invitation
24062-17-059

1.3 Security Requirements

There are security requirements associated with the requirement of the SO. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

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



Solicitation No. - N° de l'invitation
24062-17-059

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the SO and resulting contract(s).

The ~~2006~~ 2016-04-04 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of ~~2006~~, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to TBS Bid Receiving Unit by the date, time and place indicated on **cover page** of the RFSO.

Due to the nature of the RFSO, transmission of offers by facsimile to TBS will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

- "former public servant ("FPS")" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:
 - a. an individual;
 - b. an individual who has incorporated;
 - c. a partnership made of former public servants; or



Solicitation No. - N° de l'invitation
24062-17-059

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- "lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
 - "pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



Solicitation No. - N° de l'invitation
24062-17-059

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the SOA no later than **15 calendar days** before the RFSO closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable TBS 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 TBS determines that the enquiry is not of a proprietary nature. TBS may edit the question(s) or may request that Bidders do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by TBS.

2.5 Applicable Laws

The SO and any contract resulting from the SO must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



Solicitation No. - N° de l'invitation
24062-17-059

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Bidder Preparation Instructions

TBS requests that Bidders provide their offer in separately bound sections as follows:

- Section I: Technical Offer four (4) hard copies and one (1) soft copy on DVD",
- Section II: Financial Offer one (1) hard copies and one (1) soft copy on DVD",
- Section III: Certifications one (1) hard copy
- Section IV: Additional Information

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Fees must appear in the financial offer only. No fees must be indicated in any other section of the offer.

TBS requests that Bidders follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the RRFSO.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

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



Solicitation No. - N° de l'invitation
24062-17-059

3.1.1 **Electronic** Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" - Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications Bidders must submit the certifications and additional information required under Part 5.

Section IV: **Additional Information**

3.1.2 **Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

3.1.2.1 As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



Solicitation No. - N° de l'invitation
24062-17-059

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 RFSO including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of TBS will evaluate the Bids.

4.1.1 Technical Evaluation

A. Mandatory Technical Criteria

THERE ARE NO MANDATORY REQUIREMENTS FOR THIS RFSO

B. Point Rated Technical Criteria

Bids will be evaluated and scored as specified in the tables inserted below. Each bid will be reviewed for compliance with the point-rated criteria of the bid solicitation. The Bidder must provide the necessary documentation to clearly demonstrate how it meets the requirement. Simply repeating the statement contained in the bid solicitation is not sufficient.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point-rated technical criterion should be addressed separately.

The bidder's proposal must achieve the required total minimum number of points specified in order to be compliant.

The references may be used to validate the experience of the proposed resource.



Solicitation No. - N° de l'invitation
24062-17-059

The Bidder's Proposed Project Team

For the purpose of the point-rated technical criteria specified below, the experience of the Bidder, its subcontractors and affiliates will be considered only if the proposed resources will be part of the team.

The following rating scheme (Table 1) will be used to evaluate the Point-Rated Technical Criteria for A.1, A.2, B.1 and C.

Table 1	
0 points	Information provided does not address the criterion. Bidder receives 0% for the available points for this element.
6 points	Information provided demonstrates understanding for only a few elements of the criterion. Bidder receives 30% of the available points for this element.
10 points	Information provided demonstrates understanding for most but <u>not all of the elements</u> of the criterion. Bidder receives 50% of the available points for this element.
16 points	Information provided clearly demonstrates a full understanding of all of the elements of the criterion. Bidder receives 80% of the available points for this element.
20 points	Criterion is dealt with in depth; information provided demonstrates a full range of in-depth understanding of all of the elements of the criterion and proposes innovative approaches and methodologies that are relevant for this project. Bidder receives 100% of the available points for this element.



Solicitation No. - N° de l'invitation
24062-17-059

R1 RATED REQUIREMENTS—EXPERIENCE	Maximum Points	Minimum Required
<p>A. Bidder Experience</p> <p>A.1 The Bidder should clearly demonstrate how it will effectively organize and complete the tasks outlined in the Statement of Work in order to achieve the objectives of the project.</p> <p>Scoring shall be based on a consideration of: The issues covered (i.e. description of the proposed approach and methodology) The depth of analysis of the issues covered (i.e. the proposed approach and methodology are relevant and adapted to effectively achieve the objectives of the project). Methodology must clearly be linked to the project objectives (i.e. how the methodology will allow for the objectives of the project to be met.)</p> <p><i>(Scoring as per the values in Table 1 with maximum of 20 points)</i></p>	20	10
<p>A.2 Three (3) project summaries The Bidder should demonstrate its experience in leading a minimum of three (3) projects over the last five (5) years (60 months) that have involved conducting total compensation comparability studies in either the private or public sector over the same time span.</p> <p>The Bidder should demonstrate that the total compensation studies completed include methodological competency with quantitative analysis in the area of total compensation. This includes conducting projects that required extensive experience in developing total compensation methodologies and analyzing and comparing sub-components of total compensation, including benefit plan structures and values, across organizations.</p> <p>Each project summary must include the following information:</p> <ul style="list-style-type: none"> • Client Organization Name; • Project description including role played by the Bidder; • Project duration, including start and end dates; • Client Contact name, position, and current phone number and email address. 	60	36



Solicitation No. - N° de l'invitation
24062-17-059

<p>B. Methodology and Project Management</p> <p>B.1 The Bidder should clearly demonstrate how it will effectively organize and complete the tasks outlined in the Statement of Work in order to achieve the objectives of the project.</p> <p>The issues covered (i.e. description of the proposed approach and methodology)</p> <p>The depth of analysis of the issues covered (i.e. the proposed approach and methodology are relevant and adapted to effectively achieve the objectives of the project). Methodology must clearly be linked to the project objectives (i.e. how the methodology will allow for the objectives of the project to be met.)</p>	20	16
---	----	----



Solicitation No. - N° de l'invitation
24062-17-059

<p>B.2 Access to data:</p> <p>The Bidder must show that it has the ability to access a wide variety of data. This includes being able to leverage past experience conducting total compensation analysis by having ready access to a proprietary database of compensation and / or total compensation data that can be used to compare to federal public service positions.</p> <p>Bidder's past experience, in at least 2 projects, in accessing proprietary databases to conduct wage or total compensation comparability studies:</p> <p>No experience = 0 points</p> <p>Experience in 1 project = 5 points</p> <p>Experience in 2 projects = 8 points</p> <p>Experience in 3 or more projects = 10 points</p> <p>Relevance of proprietary databases the Bidder has access to, for compensation comparability studies involving comparisons with federal public service positions:</p> <p>No access to databases = 0 points</p> <p>Access to database(s) with information on wages only = 5 points</p> <p>Access to database(s) with information on wages as well as some (but not all) components of total compensation = 8 points</p> <p>Access to database(s) with information on wages as well as all components of total compensation =10 points</p> <p>Total Maximum: 20 points access to database(s) with information on wages as well as all components of total compensation =10 points</p> <p>Total Maximum: 20 points</p>	20	10
<p>C. Quality Control Framework</p> <p>Bidders should demonstrate, in a brief description, their quality control framework, policy or guidance process that ensures competency and capability of the Bidder's Personnel.</p>	20	10



Solicitation No. - N° de l'invitation
24062-17-059

<p>D. Other Bidder Capabilities</p> <p>Bidders should briefly expand upon other capabilities of their firm relevant to providing cost-effective services to TBS. Particularly, Bidders should consider the following elements:</p> <ul style="list-style-type: none">i. Bilingual capabilities (10 points);ii. Regional capabilities (10 points); andiii. Backup and other personnel capabilities (10 points).	30	20
Total—Bidder Rated Requirements	170	102



Solicitation No. - N° de l'invitation
24062-17-059

R2 - RATED REQUIREMENTS— BIDDER PERSONNEL	Maximum Points	Minimum Required
--	---------------------------	-----------------------------



Solicitation No. - N° de l'invitation
24062-17-059

<p>Personnel Qualifications and Experience</p> <p>The Bidder should demonstrate that the senior analyst part of its proposed Project Team has three (3) years of cumulative experience in conducting total compensation comparability studies (including conducting job matching studies) in the private or public sector over the last seven (7) years. This must be clearly demonstrated by listing experience acquired through work related to specific projects / studies.</p> <p>The Bidder's proposed senior analyst has a minimum of 3 years (36 months) of cumulative experience in wage comparability studies and job matching over the last 7 years.</p> <p><i>35 months or less = 0 points</i> <i>36 to 47 months = 4 points</i> <i>48 to 59 months = 6 points</i> <i>60 to 71 months = 8 points</i> <i>72 months or more = 10 points</i></p> <p>Each intermediate-level analyst part of the proposed Project Team must have at least one (1) year (12 months) of cumulative experience in conducting total compensation comparability studies (including conducting job matching studies) in the private or public sector over the last five (5) years (60 months). This must be clearly demonstrated by listing experience acquired through work related to specific projects / studies.</p> <p>Each of the Bidder's proposed intermediate-level analyst must have a minimum of 1 year (12 months) of cumulative experience in conducting private or public sector total compensation comparability studies over the last 5 years.</p> <p><i>11 months or less = 0 points</i> <i>12 to 23 months =4 points</i> <i>24 to 35 months =6 points</i> <i>36 to 47 months =8 points</i> <i>48 months or more=10 points</i></p> <p>At a minimum, the project/study summaries listed for each Project Team member must include:</p> <ol style="list-style-type: none"> 1) A project description. 2) The name of the client for whom the work was performed 3) The dates of the project. 4) Details about the work performed by the Project Team member on the project. 5) A client reference. For each reference, include the current name, title and telephone number. <p>The Crown reserves the right to validate all information provided.</p>	20	12
<p>Subtotal— R2 - Bidder Personnel Rated Requirements</p>	20	12



Solicitation No. - N° de l'invitation
24062-17-059

Subtotal—R1 – Bidder Experience Requirements	170	102
Subtotal – R2 – Bidder Personnel Rated Requirements	20	12
Total—Prorated Technical Merit Score	190	114

Basis of Selection

Up to a maximum of six (6) firms will be qualified as a result of this process i.e. the six firms with the highest combined total score of technical merit and fee that have:

- (i) complied with all the requirements of the bid solicitation; and
- (ii) obtained the required minimum of **114 points** overall for the technical evaluation criteria which are subject to point-rating. The rating is performed on a scale of **190 points**.

Bids not meeting (i) or (ii) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest fee will necessarily be accepted. The six (6) responsive bids with the highest combined total score of technical merit and fee will be recommended for award of a contract. In the case of a tie for sixth highest combined total score of technical merit and fee, the bid that achieved the higher score in the point-rated technical evaluation criteria will be recommended for award of a contract.

4.1.2 Financial Evaluation

4.1.2.1

SACC Manual Clause [M0220T](#) 2016-01-28, Evaluation of Fee

Points will be assigned to Financial Bids for responding to these Financial Requirements. The Financial Bid is to quote the all-inclusive **bid fee** for the services offered, including, but not limited to, all cost and expense elements that may apply, such as, without limitation, option years and maintenance costs, but **excluding any applicable taxes**, by submitting all information specified in the table 2 below.

Where the fee submitted in the Financial Bid is based upon firm maximum ceiling hourly fees, the following financial considerations shall apply: (i) fees shall be quoted as hourly, expressed in Canadian dollars, for each of the categories of personnel and for each year of any resulting SO;

The fee submitted, based on firm maximum ceiling hourly fees, shall be firm for the term of any resulting SO, for further clarity the fees shall be all-inclusive and shall represent the entire consideration for performing all obligations from the Bidder under any resulting SO. Please refer to section 5 (SO Terms and Conditions) of this RFSO, including without limitation Article 6 (Term) of the Standing Offer Agreement. Without limitation to the foregoing, this shall include, for greater certainty, salary, fringe benefits, overhead costs, any costs or expenses not expressly provided for as chargeable, payable or reimbursable to the Bidder under any resulting standing offer, and profit, but exclude the applicable Goods and Services Tax (GST) and/or Harmonized Sales Tax (HST), which should be shown separately in the Financial Offer.



Solicitation No. - N° de l'invitation
24062-17-059

Bidders are to complete the following financial bid table (Table 2) and submit the specified information with their Financial Bid. At a minimum, Bidders are to complete the following by inserting their Financial Bid for each of the fields specified, quoting all-inclusive fixed maximum ceiling hourly fee for each of the personnel/resource categories identified. For greater certainty, the inclusion of any volumetric data, estimates or other information in the RFSO does not represent a commitment by that the future demand for work described in the RFSO will be consistent with such information.

Table 2 – Financial Bid					
Personnel Category	Fixed Maximum Ceiling Hourly Fee Year 1: April 1 2017 to 31 March 2018	Fixed Maximum Ceiling Hourly Fee Year 2: April 1 2018 to 31 March 2019	Fixed Maximum Ceiling Hourly Fee Year 3: April 2019 to 31 March 2020	Optional Year 1 Fixed Maximum Ceiling Hourly Fee April 1 2020 to 31 March 2021	Fixed Ratio Fee
A Senior Analyst	\$	\$	\$	\$	\$
B Intermediate Analyst	\$	\$	\$	\$	\$
Total Weighted Average Hourly Fee (A+B)					\$

Weighted Average Hourly Fee for each Personnel Category
(Year 1 + Year 2 + Year 3 + Optional Year 1 / 4 = Fixed Fee Ratio)
Total Weighted Average Hourly Fee (A+B) = (Bid Fee)

* **Note:** TBS will calculate the Bidder's Weighted Average Fixed Maximum Ceiling Hourly Fees and Total Weighted Average Fixed Ceiling Hourly Fee for financial evaluation purposes.

Each field in the table should be completed. If a Bidder intends that a resource that is qualified at a higher personnel category will perform work allocated to a lower personnel category as described in the table above, the Bidder agrees and acknowledges by submitting a Financial Bid that the fees quoted for the lower personnel category shall be applicable for all work performed and charged for work allocated to such resource.

Notwithstanding that the fees submitted with the Financial Bid shall be fixed and established as the maximum fees during the Term, the Bidder may elect to submit lower pricing when required in the event more than one (1) standing offer results from this RFSO TBS competes future requirements under those standing offers.



Solicitation No. - N° de l'invitation
24062-17-059

4.2 Basis of Selection

4.2.1

Step 1: Scoring of Rated Requirements (60 points)

Proposals deemed compliant in Step 1 will then be evaluated for technical merit with respect to the Rated Requirements set out in Section 4.1.1.2 (Rated Requirements) and shall be assigned scores for each item identifying its relative importance.

Step 2: Scoring of Financial Requirements (40 points)

Proposals deemed compliant in Step 2 will then be evaluated for fee with respect to the Financial Requirements set out in Section 4.1.2 (Financial Requirements).

The lowest compliant Bid Fee shall be assigned the maximum points available and any other compliant Bid Fees shall be assigned scores using the following formula:

$$\frac{\text{Lowest compliant Bid Fee}}{\text{Proposal Bid Fee}} \times \text{maximum points available} = \text{Points assigned to Proposal}$$

Step 3: Ranking of Combined Total Score (100 points)

Proposals deemed compliant in Step 3 will then be ranked from highest to lowest based on the combined total score of technical merit and fee, calculated by adding the rated and financial points assigned to the proposal in Step 2 and Step 3, respectively.

Please refer to the table below for an illustrative example of this methodology. Any differences between the illustrative example and this RFSO in respect of the ratio, available points, or any other matter, are deliberate and are not intended to be relied upon by any Bidder.



Solicitation No. - N° de l'invitation
24062-17-059

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Fee (40%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/140	OS2: 98/140	OS3: 82/140
Bid Evaluated Fee	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 60)	Pricing Score (LP/Pi x 40)	Combined Rating
Bidder 1	120/140 x 60= 51.43	50/60 x 40 = 33.33	84.76 (Ranked 1)
Bidder 2	98/140 x 60= 42.00	50/55 x 40 = 36.36	78.36 (Ranked 2)
Bidder 3	82/140 x 60 = 35.14	50/50 x 40 = 40	75.14 (Ranked 3)

Note: The proposal bid fee reflected above is a generic example of costing for the purpose of illustrating the methodology and is not intended to be consistent with the pricing structure for bidding purposes. For this RFSO, the Bid Fee is defined as the Total Weighed Average Hourly Ceiling Rate. Please see section 4.1.2 (Financial Requirements) for additional information.

Step 4: Selection of Proposal for Standing Offer Award

TBS intends to select up to six (6) proposal(s) receiving the highest combined total score(s) of technical merit and price for recommendation of standing offer award, which shall be deemed the proposal(s) offering the best value to TBS, provided that bid price does not exceed the budget available for this RFSO.



Solicitation No. - N° de l'invitation
24062-17-059

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Bidders to TBS are subject to verification by TBS at all times. Unless specified otherwise, TBS will declare an offer non-responsive, will have the right to set-aside a standing offer, 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 offer evaluation period, during the Standing Offer period, or during the contract period.

The SOA will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the SOA will render the offer non-responsive, result in the setting aside of the SO or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Bidders must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a SO and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the SOA 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, 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) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?ga=1.229006812.1158694905.1413548969).



Solicitation No. - N° de l'invitation
24062-17-059

TBS will have the right to declare an offer non-responsive, or to set-aside a SO, 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 issuing of a SO or during the period of the SO.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.2 Status and Availability of Resources

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

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



Solicitation No. - N° de l'invitation
24062-17-059

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a SO, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the issuance of a SO to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the SOA.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



Solicitation No. - N° de l'invitation
24062-17-059

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Bidder offers to perform the Work in accordance with the Statement of Work at Annex "A" and the resulting call-up against the Standing Offer."

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the SO.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **Reliability STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror 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).
6. As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.2.1.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the SO and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and->



Solicitation No. - N° de l'invitation
24062-17-059

guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

2005 2016-04-04 General Conditions - Standing Offers - Goods or Services, apply to and form part of the SO.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the SO is **from April 1ST, 2017 to March 31st, 2020 inclusive.**

7.4.2 Extension of Standing Offer

If the SO is authorized for use beyond the initial period, the Bidder offers to extend its offer for an additional **1 year period, from April 1st, 2020 to March 31st, 2021** under the same conditions and at the fees specified in the SO, or at the fees calculated in accordance with the formula specified in the SO.

The Bidder will be advised of the decision to authorize the use of the SO for an extended period by the SOA **60 days** before the expiry date of the SO. A revision to the SO will be issued by the SOA.



Solicitation No. - N° de l'invitation
24062-17-059

7.5 Authorities

7.5.1 Standing Offer Authority

The SOA is:

Name: Trevor Clark
Title: Senior Procurement and Contracting Advisor
Treasury Board of Canada Secretariat
Directorate: Corporate Services Sector
Address: 90 Elgin Street, 3rd Floor, Ottawa Ontario

Telephone: 613-852-5311
E-mail address: trevor.clark@tbs-sct.gc.ca

The SOA is responsible for the establishment of the SO, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the SO by any Identified User.

7.5.2 Project Authority (entered at award of Standing Offer)

The Project Authority for the SO is:

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

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the SO and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Bidder's Representative

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the TBS.

Legal text for SACC item

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Bidders must provide the information required below before the issuance of a SO. If the answer to the questions



Solicitation No. - N° de l'invitation
24062-17-059

and, as applicable the information required have not been received by the time the evaluation of offers is completed, TBS will inform the Bidder of a time frame within which to provide the information. Failure to comply with TBS's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;



Solicitation No. - N° de l'invitation
24062-17-059

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

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

7.7 Identified Users

The Identified User authorized to make call-ups against the SO is: Treasury Board of Canada Secretariat.

7.8 Call-up Procedures

This Standing Offer sets out the terms and conditions applicable to the Work performed under a call-up (“**Call-Up**”) that may be issued by TBS in the form and content satisfactory to TBS prior to acceptance by the Contractor in accordance with the process set out below. The Contractor is not authorized to supply services and/or goods and shall not commence any Work prior to any Call-Up coming into effect. For greater certainty, TBS has no liability to pay for, or accept, any services and/or goods beyond those services and/or goods and related amounts specified in a Call-Up, unless otherwise expressly agreed in writing, in advance, in a document expressly amending such Call-Up, signed by a duly authorized TBS representative. The Work, or a portion of the Work, to be performed hereunder will be on an “as required and when requested basis” in accordance with the following process and, if applicable, the specified alternative basis of payment based upon the rates specified in the Standing Offer:

7.8.1 Call-Up Issuance and Acceptance. TBS may place orders for the Work, as required and when requested, by delivering a Call-up to the Contractor, by physical or electronic mail, which Call-Up shall specify, at a minimum: (i) details of the Work to be performed within the scope of the SO; (ii) a description of the deliverables to be submitted; (iii) a schedule indicating completion dates for the major activities or submission dates for the deliverables; (iv) the applicable basis and method of payment as specified in the SO. Within seven (7) calendar days of receipt of the Call-Up, Contractor shall send written confirmation, in the form and content agreed to by the Parties, to TBS, indicating acceptance of the Call-Up, and only upon receipt of such written confirmation by TBS shall the Call-Up be deemed accepted and the Contract between the Contractor and TBS with respect to the Work be formed. The Contractor acknowledges that multiple SOs have been issued by TBS for this requirement as a result of the RFSO. Call-Ups may be issued to the Contractor in accordance with the selection methodology described below, in TBS’s sole and absolute discretion.

7.8.2 Directed Requirements. For orders where the estimated expenditure in respect of the Work for General Support or Specialized Expertise does not exceed \$25,000 (including Applicable Taxes), TBS may issue a Call-Up to any Contractor from the list to which this SO applies, without soliciting bids and subject to negotiation, in TBS’s sole and absolute discretion.



Solicitation No. - N° de l'invitation
24062-17-059

7.8.3 Right of First Refusal Requirements. For orders where the estimated expenditure in respect of the Work for General Support exceeds \$25,000 (including Applicable Taxes) but does not exceed \$89,600 (including Applicable Taxes), TBS may, in its sole and absolute discretion, contact the Contractor on the list to which this SO applies that is the highest ranked Bidder as a result of the RFSO to determine if the Call-Up can be satisfied and performed by that Contractor. If the highest ranked Contractor is able to meet the requirement of the Call-Up, TBS may issue a Call-Up against the applicable SO to that Contractor without contacting any other Contractor. If the highest ranked Contractor is unable to meet the requirement of the Call-Up, TBS may, in its sole and absolute discretion, contact the next ranked Contractor. TBS may continue and proceed in this manner until a Contractor confirms it can meet the requirement of the Call-Up. In other words, TBS may issue Call-Ups on the "right of first refusal" basis in order of ranking as a result of the RFSO. Failure to provide a written response within forty-eight (48) hours of being contacted by TBS shall be deemed confirmation that the Contractor is unable to meet the requirement of the Call-Up and TBS may, in its sole and absolute discretion, contact the next ranked Contractor to determine if the Call-Up can be satisfied and performed by the Contractor.

7.8.4 Competed Requirements. For orders where the estimated expenditure in respect of the Work for Specialized Expertise exceeds \$25,000 (including Applicable Taxes), TBS may, in its sole and absolute discretion, solicit bids by inviting a minimum of three (3) Contractors from the list to which this SO applies to respond to a bid solicitation in the form and content satisfactory to TBS. For orders where the estimated expenditure in respect of the Work for General Support exceeds \$89,600 (including Applicable Taxes), the TBS may solicit bids by inviting all Contractors from the list to which this SO applies to respond to a requisition in the form attached and content satisfactory to the TBS.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form 942 Call-up against a Standing Offer

7.10 Limitation of Call-ups

Individual call-ups against the SO must not exceed \$300,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to TBS resulting from call ups against the SO must not exceed the sum of **\$1,900,000.00** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the SOA. The Bidder must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.



Solicitation No. - N° de l'invitation
24062-17-059

7.12 Priority of Documents

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

- a) the call up against the SO, including any annexes;
- b) the articles of the SO;
- c) the general conditions 2005 2016-04-04, General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment ;
- f) the Bidder's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Bidder with its offer or precedent to issuance of the SO, and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Bidder in default. Certifications are subject to verification by TBS during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14 Applicable Laws

The SO and any contract resulting from the SO must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



Solicitation No. - N° de l'invitation
24062-17-059

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the SO.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the SO.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from **April 1st, 2017** to **March 31st, 2020** inclusive.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the SO.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all-inclusive per diem rate, as specified in Annex B for a cost of \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of Expenditure

1. TBS's total liability to the Contractor under the Contract must not exceed \$_____ Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of TBS or in the fee of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in TBS's total liability being exceeded



Solicitation No. - N° de l'invitation
24062-17-059

before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase TBS's liability.

7.5.3 Single Payment

TBS will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

7.5.5 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:



Solicitation No. - N° de l'invitation
24062-17-059

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
OR
- c. one (1) copy must be forwarded to the consignee



Solicitation No. - N° de l'invitation
24062-17-059

ANNEX "A"

STATEMENT OF WORK

1.0 TITLE

Compensation Comparability Studies for Various Occupational Groups within the Federal Public Service.

2.0 OBJECTIVE

The Expenditure Management Sector (EMS) of TBS requires the services of a Contractor to conduct compensation comparability studies over the next four fiscal years for selected bargaining units and / or occupational groups within the federal public service. The objective of these studies is to compare the value of components of total compensation (e.g. wages, health and dental benefits, pension) for specific groups within the federal public service with compensation offered in the private sector and/or other public sectors.

3.0 BACKGROUND

TBS negotiates with 27 different bargaining units represented by 17 bargaining agents. These groups comprise some 185,000 employees in the Core Public Administration. In support of the collective bargaining process, TBS requires that compensation comparability studies be conducted to assess how elements of federal government compensation compare with compensation offered in the private sector and/or other public sectors. These studies can include: wage comparability studies, total compensation comparability studies, and other studies to assess comparability of specific components of total compensation (e.g. health and dental benefits, pension plans).

4.0 SCOPE OF WORK

TBS will require the conduct of several wage comparability studies, total compensation comparability studies, and other studies to assess comparability of specific components of total compensation.

Wage and Total Compensation Comparability Studies for Various Occupational Groups

A number of wage and total compensation comparability studies will need to be conducted for various occupational groups in the Core Public Administration. Each wage and compensation study will entail the research and analysis of work descriptions for selected positions in a given set of occupational groups within the Core Public Administration and of similar positions within the private and other public sectors. Wage comparability study focuses on the comparison of wages across organizations. Total compensation comparability studies examine additional components of compensation, which include some or all of the components listed in Annex A. This work requires the collection of compensation data and the preparation of reports. It should be completed over a period spanning from two (2) to six (6) months, depending on the depth (e.g., focusing on specific elements such as wages, or taking a comprehensive approach measuring all aspects of total compensation) and breadth (e.g., number of occupational groups, number of private/other public sector organizations) of the study.

The compensation data used in wage and total compensation comparability studies will need to be incumbent-based, representative of a full-time full-year employee and must reflect compensation earned over an entire year. To complete these studies, the following information may be required to be collected (as applicable):

- Total compensation, total direct payments and total indirect payments reflecting the low (25th percentile), middle (50th percentile) and high end (75th percentile) of the market, plus the



Solicitation No. - N° de l'invitation
24062-17-059

means, minima and maxima, where applicable. See Annex A for a reference list of the various components of total compensation

- Total compensation must be provided on an hourly basis.
- Total number of employees in each comparable position.
- Proportion of employees in each comparable position by status (full-time year-round employment, part-time year-round, seasonal/term).
- Standard weekly hours of work.
- Years of service of employees in position (mean, maximum, minimum).
- Start and expiry dates of collective agreements.
- Breakdown by major industry and by region (Atlantic region, Quebec, Ontario, the Prairies and British Columbia).
- Union status
- Total number of employees by employer

The Contractor will need to ensure that sufficient data is collected so that statistically relevant and valid analysis can be provided.

Methodological Tools/Advice Related to Compensation

The provision of methodological tools and advice related to compensation will inform the development by TBS of leading practices to compare federal public service compensation with the private sector and/or other public sectors.

5.0 QUALIFICATIONS, COMPETENCIES AND OTHER REQUIREMENTS OF THE CONTRACTOR PERSONNEL

The minimum education and designations, and experience qualifications for various categories of Contractor Personnel that may be required and requested by the EMS are as follows:

Level	General Support	Specialized Expertise
Project Team (minimum of one senior analyst and one intermediate-level analyst)		
1. Education and Designations	<ul style="list-style-type: none"> • A university degree or college diploma in a field related to human resources management, such as business administration, public administration, industrial relations, commerce or psychology; AND • Completion of a professional development program in human resources administration; 	
2. Minimum Experience	<ul style="list-style-type: none"> • Two (2) years (24 months) of demonstrated project management experience, within the last five (5) years (60 months), from the date of bid closing, in at least one (1) of the following knowledge areas: <ul style="list-style-type: none"> ○ Project Integration Management ○ Project Scope Management 	10 years of relevant experience, including 3 years managing projects



Solicitation No. - N° de l'invitation
24062-17-059

	<ul style="list-style-type: none"> ○ Project Time Management ○ Project Cost Management ○ Project Quality Management ○ Project Human Resource Management ○ Project Communications Management ○ Project Risk Management ○ Project Procurement Management <p style="text-align: center;">-AND-</p> <ul style="list-style-type: none"> ● Demonstrated experience in leading a minimum of three (3) projects over the last five (5) years (60 months) that have involved conducting total compensation comparability studies in either the private or public sector over the same time span. The Bidder must demonstrate that the total compensation studies completed include methodological competency with quantitative analysis in the area of total compensation. This includes conducting projects that required extensive experience in developing total compensation methodologies and analyzing and comparing sub-components of total compensation, including benefit plan structures and values, across organizations. <p>Each project must include the following information:</p> <ul style="list-style-type: none"> ○ Client Organization Name; ○ Project description including role played by the Bidder; ○ Project duration, including start and end dates; ○ Client Contact name, position, and current phone number and email address. 	
Senior Analyst		
1. Education and Designations	<ul style="list-style-type: none"> ● A university degree or college diploma in a field related to human resources management, such as business administration, public administration, industrial relations, commerce or psychology; AND ● Completion of a professional development 	



Solicitation No. - N° de l'invitation
24062-17-059

	program in human resources administration.	
2. Minimum Experience	<p>Demonstrated three (3) years of cumulative experience in conducting total compensation comparability studies (including conducting job matching studies) in the private or public sector over the last seven (7) years. This must be clearly demonstrated by listing experience acquired through work related to specific projects / studies.</p> <p>At a minimum, the project/study summaries listed for the Senior Analyst must include:</p> <ol style="list-style-type: none"> 1. A project description. 2. The name of the client for whom the work was performed 3. The dates of the project. 4. Details about the work performed by the Project Team member on the project. 5. A client reference. For each reference, include the current name, title and telephone number and email. <p>The Crown reserves the right to validate all information provided.</p>	
Intermediate-level Analyst		
1. Education and Designations	<ul style="list-style-type: none"> • A university degree or college diploma in a field related to human resources management, such as business administration, public administration, industrial relations, commerce or psychology; AND • Completion of a professional development program in human resources administration. 	
2. Minimum Experience	<ul style="list-style-type: none"> • At least one (1) year (12 months) of cumulative experience in conducting total compensation comparability studies (including conducting job matching studies) in the private or public sector over the last five (5) years (60 months). This must be clearly demonstrated by listing experience acquired through work related to specific projects / studies. <p>At a minimum, the project/study summaries listed for the intermediate –level analyst</p>	



Solicitation No. - N° de l'invitation
24062-17-059

	<p>must include:</p> <ol style="list-style-type: none"> 1. A project description. 2. The name of the client for whom the work was performed 3. The dates of the project. 4. Details about the work performed by the Project Team member on the project. 5. A client reference. For each reference, include the current name, title and telephone number and email <ul style="list-style-type: none"> • The Crown reserves the right to validate all information provided. 	
--	---	--

While detailed qualifications, competencies and other requirements may vary by the role assigned to the Contractor Personnel in each specific study, the following are - competencies and skills that the Contractor's Personnel should have:

- general knowledge of relevant study;
- the ability to effectively work within a team environment;
- to the ability to effectively communicate in writing and orally either with the TBS or Crown corporation staff;
- to the ability to exercise sound judgment and diplomacy especially in client environment;
- thorough analytical and critical thinking skills;
- organizational and multitasking skills;
- the ability to effectively review work of other team members when required;

Ability to effectively operate in both Official Languages may be required*.

6.0 TASKS

The work to be completed by the Contractor will include the following:

Wage and Total Compensation Comparability Studies for Various Occupational Groups

- Once a Call-up has been issued for a compensation study, the Contractor will meet with the Project Authority and other relevant TBS officials to launch the project. The Contractor must be prepared to discuss the allocation of resources and timing for each of the various phases or activities of the project to be undertaken. At this time, the Project Authority will make available any relevant information at its disposal, such as the list of relevant Core Public Administration positions, the associated benchmark job descriptions/capsules, an initial list of potential target comparator organizations, any contact information for these organizations, and the desired number of organizations and comparator positions to be surveyed.
- The conduct of primary research to compare wages and/or total compensation and/or specific components of total compensation of federal public service positions with comparable positions in private and other public sector organizations.
 - This will involve contacting target comparator organizations to solicit their participation in the compensation study, based on the initial list of target comparator organizations identified by



Solicitation No. - N° de l'invitation
24062-17-059

- the Project Authority. The advice of the Contractor may be sought on additional target organizations that could be considered for inclusion as part of a compensation study.
- The Contractor will be responsible for designing the primary research methodology and tools, including the creation of survey questionnaires that solicit participation and collect information from target organizations. The methodology and questionnaires will need to be approved by the Project Authority before sending to survey participants. Positions and compensation data gathered through the questionnaire must meet the requirements stated above, where applicable.
 - Using the federal public service positions provided by the Project Authority, the Contractor will collect job descriptions or job capsules from the comparator organizations for positions that are comparable to the federal public service. In particular, the positions selected for comparison must reflect the scope and responsibilities of the benchmark positions.
 - The Contractor will be required to conduct a job-matching exercise and/or to assess and provide information on the quality of job matching conducted by survey respondents.
 - Once appropriate job matches have been established, the Contractor will be required to conduct a comparability assessment between the compensation offered for market comparators versus compensation offered for comparable federal public service positions. Federal compensation data will typically be expected to be compared to the low (25th percentile), middle (50th percentile) and high end of the market (75th percentile).
- The Contractor will also be expected to conduct secondary research using its access to proprietary compensation database/research and other relevant resources to identify relevant comparator positions on the market that could be included as part of a given compensation study, subject to the Project Authority's approval. Positions and compensation data must meet the requirements stated above, where applicable.
 - The Contractor will provide regular updates to the Project Authority and discuss findings to ensure the study is being completed in a way that is consistent with the Project Authority's objectives.

Methodological Tools/Advice Related to Compensation

- The Contractor will develop, based on the specifications provided by the Contract Authority, methodological tools and advice related to compensation that will support the Project Authority's ability to design leading practices when comparing federal public service compensation with the private sector and/or other public sectors

7.0 DELIVERABLES

Wage and Total Compensation Comparability Studies for Various Occupational Groups

We expect that the completion of a wage comparability study will require between two (2) and four (4) months, while the completion of a total compensation comparability study will take between four (4) to six (6) months, depending on the depth and breadth of the comparability study to be undertaken. This estimated duration reflects time needed to perform the tasks described above, as well as the time spent waiting for organizations to collect and send the required data. Previous experience in conducting wage studies demonstrates, at minimum, the requirement of an experienced senior analyst and, at minimum, two intermediate level analysts for total compensation studies



Solicitation No. - N° de l'invitation
24062-17-059

Each wage and total compensation comparability study will have the following deliverables:

- Once a Call-up has been issued for a compensation study, the Contractor will meet with the Project Authority and other relevant officials to launch the project.
- As part of its primary research, the Contractor will seek the Project Authority's approval for the survey questionnaires created to solicit participation and collect information from target organizations. The questionnaires will need to be approved by the Project Authority before sending to survey participants. The questionnaires must be designed to obtain job descriptions and effectively survey some or all (i.e., as specified by the Project Authority) components of total compensation related to a particular position (see Appendix 1 for a reference list of the various components of total compensation). The questionnaires must be detailed enough to allow a quantitative comparison of total compensation components across organizations as well as an assessment of the characteristics of benefits provided to employees (such as the structure of pension plans, health and dental plans, etc.).
- The Contractor will provide the Project Authority with the results of the primary and secondary research in a report in a .pdf version of a MS PowerPoint presentation. Draft reports are to be provided to the Project Authority for comments that must be incorporated into the final version for content by the Project Authority prior to the final version being submitted for approval. Each report must include:
 - An executive summary.
 - A summary of the market compensation determination methodology used.
 - A presentation of the findings and analysis.
 - The job descriptions/capsules from the federal government and the respondent organizations.
 - The questionnaires and any other data collection tools used to conduct the primary research (including the translated version, if relevant).
 - Data tables in Excel.
- For most studies, a participants' report (in a .pdf version of a MS PowerPoint presentations) will also need to be prepared by the Contractor. This report will be provided to the respondents in exchange for participating in the study. The Project Authority will also receive this report.
- The Contractor may be required to present the results of the compensation studies orally in person or via telephone to TBS officials and officials from other relevant departments or organizations.

Methodological Tools/Advice Related to Compensation

- TBS may require the Contractor to develop methodological tools and advice related to the various components of total compensation as set out in Appendix 1. These tools and advice will be required to inform the development by TBS of leading practices to compare federal public service compensation with the private sector and/or other public sectors. These tools and advice will be described in a report presented in a .pdf, MS PowerPoint or MS Word document. Draft reports are to be provided to the Project Authority for comments that must be incorporated into the final version for content by the Project Authority prior to the final version being submitted for approval. Each report must include:
 - An executive summary.
 - A presentation of the methodological tools and advice.



Solicitation No. - N° de l'invitation
24062-17-059

- Time needed to complete such deliverables will depend on the scope of the tools and advice being developed. We anticipate that the resources required to perform such analysis will include, at a minimum, one senior analyst, as well as one intermediate-level analyst.

8.0 ROLES AND RESPONSIBILITIES

The Project Authority will provide to the Contractor a list of positions, the associated benchmark job descriptions/capsules, and any contact information for the organizations to be surveyed as part of the primary research that the Project Authority may have.

The Project Authority and the Contractor will work to ensure that the target organizations will be contacted in advance, where possible, to encourage their participation and to advise that the Contractor will be soliciting their participation shortly thereafter.

The Project Authority will make available any other relevant information at its disposal during the course of this contract.

9.0 LANGUAGE OF WORK

All final reports, and any interim studies and reports, shall be published in English. Translation services for the questionnaires, final and interim studies and reports will be processed by the Project Authority. The Contractor must also have the capability to communicate orally and in writing in both official languages with comparator organizations that will be surveyed as part of the conduct of the compensation studies. In particular, the survey questionnaires created to solicit participation and collect information from target organizations must be provided and responded to in the official language used by the target organization.

10.0 LOCATION OF WORK

The Contractor will be expected to be available to attend meetings with TBS and departmental officials as required within the National Capital Region, but may undertake the development of deliverables at their work location.

11.0 TRAVEL AND LIVING EXPENSES

No travel or living expenses will be accepted in the performance of this work.



Solicitation No. - N° de l'invitation
24062-17-059

APPENDIX 1 – TOTAL COMPENSATION COMPONENTS

Direct Compensation Components
Annual wages
Allowances and premiums excluding call-back pay, shift differential, overtime, maternity / parental allowances, retirement allowance or severance payments
Paid overtime
Pay for non-standard work hours excluding overtime
Performance pay (individual or collective) and/or short-term incentives (STI) if applicable
Compensation in lieu of unused vacation and sick (or other) leave credits
All other payments paid directly to employee
Total pensionable earnings
Total direct compensation
Indirect Compensation Components
Pension contributions (employer contribution rates) - <i>Also differentiate between defined benefit plan, defined contribution plan, other pension plans such as retirement compensation arrangements</i>
Life insurance (cost per covered employee)
Supplementary life insurance (cost per covered employee)
Short-term disability plan (cost per covered employee)
Long term disability plan (cost per covered employee)
Supplemental (extended) health plan per employee (cost per covered employee) – <i>Also gather information on coverage of vision care, hospital coverage, prescription drugs, other supplemental benefits</i>
Dental plan (cost per covered employee)
Severance pay (involuntary job loss)
Retirement allowance/Severance upon voluntary departure
Maternity/Parental leave payments (top up)
All other employer-paid indirect compensation
Total indirect compensation
Paid Leave Categories
Statutory holidays hours entitlement (annual)
Paid vacation leave hours entitlement (annual)
Paid vacation leave hours used (annual)
Personal leave and family related leave hours entitlement (annual)
Personal leave and family related hours used (annual)
Paid sick leave hours entitlement (annual)
Paid sick leave hours used (annual)
All other hours of paid leave entitlement
All other hours of paid leave used (annual)
Exclusions
Acting Pay
Retroactive payments and arrears
Special one-time signing bonus
Payments not received on a regular or expected basis
Provincial health taxes and payroll taxes
<i>Legislated benefits</i>
CPP/QPP
Workers Compensation
EI



Solicitation No. - N° de l'invitation
24062-17-059

Public Health Insurance Plan
Québec Parental Insurance Program



Solicitation No. - N° de l'invitation
24062-17-059

ANNEX "B"

BASIS OF PAYMENT

Personnel Category	Fixed Maximum Ceiling Hourly Fee Year 1: April 1 2017 to 31 March 2018	Fixed Maximum Ceiling Hourly Fee Year 2: April 1 2018 to 31 March 2019	Fixed Maximum Ceiling Hourly Fee Year 3: April 2019 to 31 March 2020	Optional Year 1 Fixed Maximum Ceiling Hourly Fee April 1 2020 to 31 March 2021	Fixed Ratio Fee
A Senior Analyst	\$	\$	\$	\$	\$
B Intermediate Analyst	\$	\$	\$	\$	\$



Solicitation No. - N° de l'invitation
24062-17-059

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST



Solicitation No. - N° de l'invitation
24062-17-059



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Solicitation No. - N° de l'invitation
24062-17-059



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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? T/A No Yes
Non 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

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

Special comments:
Commentaires spéciaux : _____

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Solicitation No. - N° de l'invitation
24062-17-059



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	X	X														
IT Media / Support TI IT Linc / Lien électronique	X	X														

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

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

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

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



Solicitation No. - N° de l'invitation
24062-17-059

ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)