

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

Industry Canada / Industrie Canada  
Contracts & Materiel Management /  
Contrats et Gestion du Matériel  
235 Queen Street / 235, rue Queen  
Bid Receiving Area / Aire de  
Réception des soumissions  
Mail Scanning / Inspection du courrier  
Room / Pièce S-143  
Level / Niveau S-1  
Ottawa, Ontario  
K1A 0H5  
Attention: Stephanie Cleroux  
(RFP # IC 401664)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**
**Proposal To: Industry Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition à: Industrie Canada**

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

**Comments - Commentaires**

**This document contains a Security Requirement – See Part 6**

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

**Issuing Office – Bureau de distribution**

Industry Canada / Industrie Canada  
Contracts and Materiel Management/  
Contrats et gestion du matériel  
235 Queen Street/ 235 rue Queen  
Ottawa, Ontario  
K1A 0H5

|  |   |
|--|---|
| <b>Title – Sujet</b><br><b>Business Analysis to Assist in Digital Transformation</b>   |   |
| <b>Solicitation No. – N° de l'invitation</b><br><b>IC 401664</b>   | <b>Date</b><br><b>February 28<sup>th</sup>, 2017</b>  |
| <b>Client Reference No. – N° référence du client</b>   |   |
| <b>GETS Reference No. – N° de reference de SEAG</b>  |   |
| <b>File No. – N° de dossier</b>  | <b>CCC No. / N° CCC - FMS No. / N° VME</b>  |
| <b>Solicitation Closes – L'invitation prend fin</b><br><b>at 2:00PM on March 16th, 2017</b><br><b>à 14h00, le 16 mars 2017</b>                                   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard<br>Time EST   |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/> |   |
| <b>Address Inquiries to : - Adresser toutes questions à:</b>   | <b>Buyer Id – Id de l'acheteur</b>  |
| <b>Stephanie Cleroux</b>   |   |
| <b>Telephone No. – N° de téléphone :</b><br><b>613-998-4287</b>  | <b>Email address – adresse courriel</b><br><a href="mailto:Stephanie.cleroux2@canada.ca">Stephanie.cleroux2@canada.ca</a> |
| <b>Destination – of Goods, Services, and Construction:</b><br><b>Destination – des biens, services et construction :</b><br>See Herein                           |   |

**Instructions : See Herein**

**Instructions: Voir aux présentes**

|  |   |
|--|---|
| <b>Delivery required - Livraison exigée</b><br>See Herein  | <b>Delivered Offered – Livraison proposée</b> |
| <b>Vendor/firm Name and address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |   |
| <b>Facsimile No. – N° de télécopieur</b><br><b>Telephone No. – N° de téléphone</b>   |   |
| <b>Name and title of person authorized to sign on behalf of Vendor/firm</b><br><b>(type or print)-</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |   |
| <b>Signature</b>   | <b>Date</b>                                   |

|  |           |
|--|-----------|
| <b>TITLE .....</b>   | <b>5</b>  |
| <b>PART 1 – GENERAL INFORMATION.....</b>   | <b>5</b>  |
| 1.1 INTRODUCTION .....   | 5         |
| 1.2 SUMMARY .....  | 6         |
| 1.3 DEBRIEFINGS .....  | 6         |
| <b>ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS .....</b>   | <b>7</b>  |
| <b>PART 2 – BIDDER INSTRUCTIONS .....</b>  | <b>8</b>  |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....  | 8         |
| 2.2 SUBMISSION OF BIDS .....   | 8         |
| 2.3 FORMER PUBLIC SERVANT.....   | 8         |
| 2.4 INQUIRIES - BID SOLICITATION .....   | 10        |
| 2.5 APPLICABLE LAWS .....  | 10        |
| 2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....                                   | 10        |
| <b>PART 3 – BID PREPARATION INSTRUCTIONS .....</b>   | <b>11</b> |
| 3.1 BID PREPARATION INSTRUCTIONS .....   | 11        |
| SECTION I: TECHNICAL BID.....  | 11        |
| SECTION II: FINANCIAL BID .....  | 11        |
| SECTION III: CERTIFICATIONS.....   | 12        |
| SECTION IV: ADDITIONAL INFORMATION .....   | 12        |
| <b>ATTACHMENT 1 TO PART 3, PRICING SCHEDULE .....</b>  | <b>13</b> |
| <b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>                               | <b>17</b> |
| 4.1 EVALUATION PROCEDURES.....   | 16        |
| 4.1.1 <i>Technical Evaluation</i> .....  | 16        |
| 4.1.1.1 <b>Joint Venture Experience</b> .....  | 16        |
| 4.1.1.2 <b>Flexible Grid</b> .....   | 17        |
| 4.1.1.3 <b>Mandatory Technical Criteria</b> .....  | 17        |
| 4.1.1.4 <b>Point Rated Technical Criteria</b> .....  | 17        |
| 4.1.2 <i>Financial Evaluation</i> .....  | 17        |
| 4.2 BASIS OF SELECTION.....  | 17        |
| <b>ATTACHMENT 1 TO PART 4, TSPS FLEXIBLE GRID .....</b>  | <b>19</b> |
| <b>ATTACHMENT 2 TO PART 4, TECHNICAL CRITERIA .....</b>  | <b>20</b> |
| <b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>                                  | <b>28</b> |
| 5.1 CERTIFICATIONS REQUIRED WITH THE BID .....   | 28        |
| 5.1.1 <i>Declaration of Convicted Offences</i> .....   | 28        |
| 5.1.2 <i>Additional Certifications Required with the Bid</i> .....                               | 28        |
| 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....                   | 28        |
| 5.2.1 <i>Integrity Provisions - List of Names</i> .....  | 28        |
| 5.2.2 <i>Federal Contractors Program for Employment Equity - Bid Certification</i> .....         | 28        |
| 5.2.3 <i>Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award</i> ..... | 29        |
| <b>ATTACHMENT ___ TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD .....</b>     | <b>30</b> |

**ATTACHMENT \_\_\_ TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED WITH THE BID... ERROR! BOOKMARK NOT DEFINED.**

**PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 32**

6.1 SECURITY REQUIREMENT ..... 32

**PART 7 – RESULTING CONTRACT CLAUSES ..... 33**

7.1 STATEMENT OF WORK ..... 33

7.1.1 *Optional Goods or Services, or both*..... 33

7.1.2 *Task Authorization* ..... 33

7.2 STANDARD CLAUSES AND CONDITIONS ..... 36

7.2.1 *General Conditions*..... 36

7.2.4 *Inspection and Acceptance* ..... 36

7.2.5 *Specific Person(s)*..... 36

7.3 SECURITY REQUIREMENT ..... 36

7.4 TERM OF CONTRACT ..... 37

7.4.1 *Period of the Contract*..... 37

7.4.2 *Option to Extend the Contract* ..... 37

7.4.3 *Option to Extend - Transition Period*..... 37

7.5 AUTHORITIES..... 37

7.5.1 *Contracting Authority*..... 37

7.5.2 *Project Authority*..... 38

7.5.3 *Contractor's Representative*..... 38

7.6 PAYMENT ..... 38

7.6.1 *Basis of Payment*..... 38

7.6.2 *Canada's Total Liability*..... 39

7.6.3 *Method of Payment* ..... 39

7.6.4 *Discretionary Audit*..... 40

7.6.5 *Time Verification* ..... 40

7.7 INVOICING INSTRUCTIONS ..... 40

7.8 CERTIFICATIONS ..... 40

7.8.1 *Compliance*..... 40

7.8.2 *Federal Contractors Program for Employment Equity - Default by the Contractor* ..... 40

7.9 APPLICABLE LAWS ..... 40

7.10 PRIORITY OF DOCUMENTS ..... 41

7.12 FOREIGN NATIONALS..... 41

**ANNEX A, STATEMENT OF WORK..... 42**

**ANNEX B, BASIS OF PAYMENT ..... 45**

**ANNEX C, SECURITY REQUIREMENTS CHECK LIST ..... 47**

**ANNEX D, TASK AUTHORIZATION REPORT ..... 41**

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

**REQUEST FOR PROPOSAL (RFP)**

**FOR THE REQUIREMENT OF**

**BUSINESS ANALYSIS TO ASSIST IN  
DIGITAL TRANSFORMATION**

**FOR**

**INDUSTRY CANADA**

This RFP is issued against the Task and Professional Services Supply Arrangement (TSPS SA), PWGSC File No. **E60ZN-15TSPS**. All terms and conditions of the TSPS SA apply and must be incorporated into any resulting contract.

## TITLE

Bid solicitation # IC 401664 issued under the framework of the of the Task and Solutions Professional Services (TSPS) method of supply (E60ZN-15TSPS), for the provision of the following professional services: Business Analysis to assist in Digital Transformation.

## PART 1 – GENERAL INFORMATION

### 1.1 Introduction

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

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

The Attachments include the List of Suppliers, the TSPS Flexible Grid, Pricing Schedule, Technical and Criteria, Additional Certifications Precedent to Contract Award, Additional Certifications Required with the Bid.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Task Authorization Form, Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs.

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

## 1.2 Summary

1.2.1 This bid solicitation is being issued to satisfy the requirement of Industry Canada [the “Client”] for the provision of Task and Solutions Professional Services. Industry Canada requires the services of a senior business analyst and optionally the services of an intermediate business analyst to perform research and analysis, on an as-needed basis, on selected strategic business issues related to digital transformation. It is intended to resulting in the award of one (1) contract for one (1) year, plus four (4) one-year irrevocable options allowing Canada to extend the term of the contract.

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

1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to [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.

## 1.3 Debriefings

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



## ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS

1. Calian Ltd.
2. Coradix technology Consulting Ltd.
3. Dale McMurchy Consulting Ltd
4. Deloitte Inc.
5. Excel Human Resources Inc.
6. IBISKA Telecom Inc.
7. IT/Net - Ottawa Inc.
8. Novometrix Research Inc.
9. Performance Management Networks Inc.
10. Pleiad Canada Inc.
11. S.i. Systems Ltd.
12. TDV Global Inc
13. TRM Technologies Inc.
14. Veritaaq Technology House Inc
15. Y2 Consulting Psychologists Inc.

## PART 2 – BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 3 of Section 01, Integrity Provisions - Bid, of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

#### 3. List of Names

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

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

Delete: 60 days

Insert: 90 calendar days.

### 2.2 Submission of Bids

Bids must be submitted only to the location and by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted by electronic mail will not be accepted.”

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

### 2.3 Former Public Servant

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



If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause,

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

Royal Canadian Mounted Police. A former public servant may be:

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

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

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

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

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

## **2.4 Inquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) working days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 working days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid = 4 hard copies (1 original + 3 copies);
- Section II: Financial Bid = 2 hard copies (1 original + 1 copy);
- Section III: Certifications = 2 hard copies (1 original + 1 copy); and
- Section IV: Additional Information – 1 hard copy

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

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

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

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

To assist Canada in reaching its objectives, bidders should:

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

#### Section I: Technical Bid

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

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

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

#### Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

- B. Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

### Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

and

- b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country]

## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

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

**\*\*Note: There are two sections to be filled out under the pricing schedule. Section I is for the provision of the Firm Per Diem rate for the Business Analyst (Level 3). Section II, is for the provision of the Firm Per Diem rate for the Business Analyst (Level 2). As the services of the Business Analyst (Level 2) are optional, only the Firm Per Diem rate for the Business Analyst (Level 3) will be used to calculate the Bidder's total evaluated price as per the calculations below.**

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule includes the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the National Capital Act (R.S.C., 1985, c. N-4), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).

### SECTION I – Business Analyst (Level 3)

#### A.CONTRACT PERIOD:

|   |                    |                           | Initial Contract Period<br>(One (1) year from date of contract award) |                           |                           |
|---|--------------------|---------------------------|---|---------------------------|---------------------------|
|   | (B)                | (C)                       | (D)   | (E)                       | (F)                       |
| Category of Personnel                         | Level of Expertise | Name of Proposed Resource | Number of Days  | Firm Per Diem (in Cdn \$) | <b>Total Cost</b><br>D xE |
| 2.1 Business Analyst                          | Level 3            |                           | 150   | \$                        | \$                        |
| <b>Total Estimated Initial Contract Cost:</b> |                    |                           |   |                           | \$                        |

#### B. OPTION PERIODS:

|  |                    |                           | Option Period 1<br>(Duration: one (1) year period) |                           |                           |
|--|--------------------|---------------------------|--|---------------------------|---------------------------|
|  | (B)                | (C)                       | (D)  | (E)                       | (F)                       |
| Category of Personnel                        | Level of Expertise | Name of Proposed Resource | Number of Days                                     | Firm Per Diem (in Cdn \$) | <b>Total Cost</b><br>D xE |
| 2.1 Business Analyst                         | Level 3            |                           | 150  | \$                        | \$                        |
| <b>Total Estimated Option Period 1 Cost:</b> |                    |                           |  |                           | \$                        |

|  |                    |                           |                |                           | <b>Option Period 2<br/>(Duration: one (1) year period)</b> |
|--|--------------------|---------------------------|----------------|---------------------------|--|
|  | (B)                | (C)                       | (D)            | (E)                       | (F)  |
| Category of Personnel                        | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | <b>Total Cost<br/>D xE</b>                                 |
| 2.1 Business Analyst                         | Level 3            |                           | 150            | \$                        | \$   |
| <b>Total Estimated Option Period 2 Cost:</b> |                    |                           |                |                           | \$   |

|  |                    |                           |                |                           | <b>Option Period 3<br/>(Duration: one (1) year period)</b> |
|--|--------------------|---------------------------|----------------|---------------------------|--|
|  | (B)                | (C)                       | (D)            | (E)                       | (F)  |
| Category of Personnel                        | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | <b>Total Cost<br/>D xE</b>                                 |
| 2.1 Business Analyst                         | Level 3            |                           | 150            | \$                        | \$   |
| <b>Total Estimated Option Period 3 Cost:</b> |                    |                           |                |                           | \$   |

|  |                    |                           |                |                           | <b>Option Period 4<br/>(Duration: one (1) year period)</b> |
|--|--------------------|---------------------------|----------------|---------------------------|--|
|  | (B)                | (C)                       | (D)            | (E)                       | (F)  |
| Category of Personnel                        | Level of Expertise | Name of Proposed Resource | Number of Days | Firm Per Diem (in Cdn \$) | <b>Total Cost<br/>D xE</b>                                 |
| 2.1 Business Analyst                         | Level 3            |                           | 150            | \$                        | \$   |
| <b>Total Estimated Option Period 4 Cost:</b> |                    |                           |                |                           | \$   |

**C. BIDDER'S TOTAL EVALUATED PRICE : \$\_\_\_\_\_**  
(Total of A. Contract period + B. Option periods)

**SECTION II– Business Analyst (Level 2)\*\* (see note above)**

**A. CONTRACT PERIOD:**

|                       |                    |                           | <b>Initial Contract Period</b><br>(One (1) year from date of contract award) |
|-----------------------|--------------------|---------------------------|--|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Firm Per Diem<br>(in Cdn \$)   |
| 2.1 Business Analyst  | Level 2            |                           | \$   |

**B. OPTION PERIODS:**

|                       |                    |                           | <b>Option Period 1</b><br>(Duration: one (1) year period) |
|-----------------------|--------------------|---------------------------|---|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Firm Per Diem<br>(in Cdn \$)                              |
| 2.1 Business Analyst  | Level 2            |                           | \$  |

|                       |                    |                           | <b>Option Period 2</b><br>(Duration: one (1) year period) |
|-----------------------|--------------------|---------------------------|---|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Firm Per Diem<br>(in Cdn \$)                              |
| 2.1 Business Analyst  | Level 2            |                           | \$  |

|                       |                    |                           | <b>Option Period 3</b><br>(Duration: one (1) year period) |
|-----------------------|--------------------|---------------------------|---|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Firm Per Diem<br>(in Cdn \$)                              |
| 2.1 Business Analyst  | Level 2            |                           | \$  |

|                       |                    |                           | <b>Option Period 4</b><br>(Duration: one (1) year period) |
|-----------------------|--------------------|---------------------------|---|
| Category of Personnel | Level of Expertise | Name of Proposed Resource | Firm Per Diem<br>(in Cdn \$)                              |
| 2.1 Business Analyst  | Level 2            |                           | \$  |

## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Joint Venture Experience

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

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

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

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

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

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

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

that show in total 100 billable days.





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

#### **4.1.1.2 Flexible Grid**

Refer to Attachment 1 to Part 4.

#### **4.1.1.3 Mandatory Technical Criteria**

Refer to Attachment 2 to Part 4.

#### **4.1.1.4 Point Rated Technical Criteria**

Refer to Attachment 2 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

### **4.1.2 Financial Evaluation**

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

## **4.2 Basis of Selection**

### **4.2.1 Highest Combined Rating of Technical Merit and Price / SACC Manual Clause [A0027T](#) (2012-07-16)**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 47.5 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 95 points.
2. Bids not meeting (choose "(a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

|                                |                              | <b>Bidder 1</b>             | <b>Bidder 2</b>            | <b>Bidder 3</b>            |
|--------------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| <b>Overall Technical Score</b> |                              | 115/135                     | 89/135                     | 92/135                     |
| <b>Bid Evaluated Price</b>     |                              | \$55,000.00                 | \$50,000.00                | \$45,000.00                |
| <b>Calculations</b>            | <b>Technical Merit Score</b> | $115/135 \times 70 = 59.62$ | $89/135 \times 70 = 46.14$ | $92/135 \times 70 = 47.70$ |
|                                | <b>Pricing Score</b>         | $45/55 \times 30 = 24.54$   | $45/50 \times 30 = 27$     | $45/45 \times 30 = 30.00$  |
| <b>Combined Rating</b>         |                              | 84.16                       | 73.14                      | 77.7                       |
| <b>Overall Rating</b>          |                              | 1st                         | 3rd                        | 2nd                        |

## ATTACHMENT 1 TO PART 4, TSPS FLEXIBLE GRID

### **Business Analyst Consultant Flexible Grid**

#### **Level of Expertise**

Level 3 (Senior): **Minimum 100 pts**

Level 2 (Intermediate): **Minimum 80 pts**

Level 1 (Junior): **Minimum 65 pts**

#### **Relevant Education to the Consultant Category**

University (PhD, Graduate, Undergraduate, degree): 35 pts

College or CEGEP Diploma/Certificate: 25 pts

#### **Professional Certification**

Relevant Professional Certification: 15 pts

#### **Relevant Experience in Consultant Category**

≥ 1 yrs and < 2 yrs: 12 - 23 months – 15 pts

≥ 2 yrs and < 4 yrs: 24 - 47 months – 20 pts

≥ 4 yrs and < 6 yrs: 48 – 71 months – 30 pts

≥ 6 yrs and < 8 yrs: 72 – 95 months – 35 pts

≥ 8 yrs and < 10 yrs: 96 – 119 months – 55 pts

≥ 10 yrs: 120+ months – 65 pts

## ATTACHMENT 2 TO PART 4, TECHNICAL CRITERIA

### Mandatory Technical Criteria

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

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

**Note: Only the evaluation criteria for the Senior Business Analyst will be evaluated.**

**\*\*Should Industry Canada decide to exercise the option to obtain the services of an Intermediate (level 2) business analyst, the Bidder whom will have been awarded the contract will be required to submit the required information as per the mandatory requirements identified below for the intermediate (level 2) business analyst.**

| Number            | Mandatory Technical Criterion (MT)  |
|-------------------|---|
| <p><b>MT1</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must provide the curriculum vitae (CV) of their proposed Senior (level 3) Business Analyst. The CV must demonstrate that the proposed resource meets the minimum mandatory requirements (educational, professional designations and work experience) as per the flexible grid found in Table 1 below, for the following resource category: Business Analyst Consultant (Level 3).</p> <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must provide the curriculum vitae (CV) of their proposed Intermediate (level 2) Business Analyst. The CV must demonstrate that the proposed resource meets the minimum mandatory requirements (educational, professional designations and work experience) as per the flexible grid found in Table 1 below, for the following resource category: Business Analyst Consultant (Level 2).</p> |
| <p><b>MT2</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of five (5) years</b> of experience in advising Senior Management (Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>                        |

|                   |   |
|-------------------|---|
|                   | <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must demonstrate that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of two (2) years</b> of experience in advising Senior Management (Director or above) on project issues affecting the organization's ability to achieve the project's business objectives.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed</li> </ul>  |
| <p><b>MT3</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of ten (10) years of experience</b> in consulting stakeholders (individually or by means of facilitating group sessions) to identify all business requirements related to the delivery of the project.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must demonstrate that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of five (5) years of experience</b> in consulting stakeholders (individually or by means of facilitating group sessions) to identify all business requirements related to the delivery of the project.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> |

|                   |  |
|-------------------|--|
| <p><b>MT4</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must demonstrate that that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of ten (10) years experience</b> in analyzing, documenting and modelling business requirements and presenting findings to the stakeholders.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must demonstrate that that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of five (5) years experience</b> in analyzing, documenting and modelling business requirements and presenting findings to the stakeholders.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> |
| <p><b>MT5</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of ten (10) years experience</b> in making recommendations and providing advice for improvements and assisting in developing solutions, scenarios and implementing recommendations.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary (ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>  |

|                   |  |
|-------------------|--|
|                   | <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must demonstrate that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of five (5) years experience</b> in making recommendations and providing advice for improvements and assisting in developing solutions, scenarios and implementing recommendations.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul>   |
| <p><b>MT6</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of five (5) years</b> experience in identifying and researching best practices.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must demonstrate that that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of five (5) years</b> experience in identifying and researching best practices.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> |

|                   |   |
|-------------------|---|
| <p><b>MT7</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must demonstrate that that their proposed Senior (level 3) Business Analyst resource has <b>a minimum of ten (10) years</b> experience in providing support in analyzing, evaluating and managing risks, especially related to project business requirements.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must demonstrate that that their proposed Intermediate (level 2) Business Analyst resource has <b>a minimum of five (5) years</b> experience in providing support in analyzing, evaluating and managing risks, especially related to project business requirements.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> |
| <p><b>MT8</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The bidder must demonstrate that their proposed Senior (level 3) Business Analyst resource <b>has a minimum of two (2) years experience</b> in conducting environmental scans.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p><b>b) ** Intermediate (level 2) Business Analyst</b></p> <p>The bidder must demonstrate that their proposed Intermediate (level 2)</p>   |



|  |   |
|--|---|
|  | <p>Business Analyst resource <b>has a minimum of one (1) year experience</b> in conducting environmental scans.</p> <p>To demonstrate this experience the Bidder must provide a/or project summary(ies).</p> <p>Each project summary submitted must provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> |
|--|---|

**Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

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

| <b>Point Rated Technical Criteria (RT) and Scores</b> |   | <b>Maximum Number of Points</b> |
|---|---|---------------------------------|
| <b>RT1</b>  | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>Further to Mandatory Requirement 11.4, the Bidder's proposed Senior (level 3) Business Analyst will be awarded points for years of experience over and above the minimum ten (10) years of experience.</p> <p>Five (5) points will be given for each 5-year increment:</p> <ul style="list-style-type: none"> <li>• 10+-15 years = 10 pts</li> <li>• 15+-20 years = 15 pts</li> <li>• 20+ years = 20 points</li> </ul> <p>To demonstrate this additional experience the Bidder is to provide a/or project summary(ies).</p> <p>Each project summary submitted should provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> | 20 points                       |
| <b>RT2</b>  | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The Bidder's should provide project(s) summary(ies) that demonstrates that their proposed Senior (level 3) Business Analyst resource has</p>   | 40 points                       |

|                   |   |                  |
|-------------------|---|------------------|
|                   | <p>business analysis experience working on Canadian federal government projects.</p> <p>Each project summary submitted should provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p>Points for project(s) submitted will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• 1 project = 25 pts</li> <li>• 2 projects = 30 pts</li> <li>• 3 projects = 35 pts</li> <li>• 4 projects = 40 pts</li> </ul>  |                  |
| <p><b>RT3</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The Bidder's should provide project(s) summary (ies) that demonstrates that their proposed Senior (level 3) Business Analyst resource has business analysis experience in creating or improving Internet-based service offerings for clients.</p> <p>Each project summary submitted should provide the following information:</p> <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p>Points for project(s) submitted will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• 1 project = 10 pts</li> <li>• 2 projects = 15 pts</li> <li>• 3 projects = 20 pts</li> </ul> | <p>20 points</p> |
| <p><b>RT4</b></p> | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The Bidder should provide project(s) summary (ies) that demonstrates that their proposed Senior (level 3) Business Analyst resource has experience in consulting with non-federal government jurisdictions.</p> <p>Each project summary submitted should provide the following information:</p>  | <p>10 points</p> |

|   |   |                    |
|---|---|--------------------|
|   | <ul style="list-style-type: none"> <li>- Tasks performed by the proposed resource;</li> <li>- Responsibilities of the proposed resource;</li> <li>- Start and end dates of the project;</li> <li>- Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed.</li> </ul> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• One provincial/ territorial/ aboriginal/ state government project= 5 pts</li> <li>• Two or more provincial/territorial/ aboriginal/state governments projects = 10 pts</li> </ul> |                    |
| <b>RT5</b>                                  | <p><b>a) Senior (level 3) Business Analyst:</b></p> <p>The Bidder's proposed Senior (level 3) Business Analyst resource will be awarded five (5) points should they have one or more of any of the accreditations from the International Institute of Business Analysis (5 pts)</p> <p>A copy of the degree or diploma must be included in the proposal.</p>  | 5 points           |
| <b>Overall Score</b>                        |   | <b>95 points</b>   |
| <b>Overall minimum required score (50%)</b> |   | <b>47.5 points</b> |

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

Refer to Attachment 1 to Part 5, Additional Certifications Required with the Bid.

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

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

#### 5.2.1 Integrity Provisions - List of Names

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

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

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification.

### **5.2.3 Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award**

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award .

## ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

### 1. Federal Contractors Program For Employment Equity - Certification

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

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

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

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

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

B. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

or

- B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

## **2. Status and Availability of Resources**

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

## **3. Education and Experience**

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

## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;



## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### 7.1.2 Task Authorization

- A.** Work described at Annex A Statement of Work, will be performed under the Contract on an “as and when requested basis”.
- B.** With respect to the Work mentioned under paragraph A of this clause,
1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
  2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
  3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;
  4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
  5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of a Task Authorization Form. The content of the authorized TA will contain as a minimum the elements as described in section E below.

**C.** TA Authority and Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$ 24,999.00 including applicable taxes. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

**D.** The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 Cumulative Total of all authorized TAs, not being exceeded.

**E.** TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using the Task Authorization which will contain as a minimum:

- the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task

**F.** Within three (3) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and
3. for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :
  - i) the name of the proposed resource;
  - ii) the resume of the proposed resource; and
  - iii) a demonstration that the proposed resource meets :
    - iv) the Contract security requirements (section 7.3.1 below)
    - v) the applicable mandatory requirement(s); and
    - vi) the applicable rated requirement(s).

**G.** TA Authorization

1. The TA Authority will authorize the TA based on:
  - the request submitted to the Contractor pursuant to paragraph E of this clause;
  - the Contractor's response received, submitted pursuant to paragraph F of this clause; and
  - the agreed total estimated cost for performing the task or, as applicable, revised task
2. The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F.3 above.
3. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

**H.** Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 Cumulative Total of all authorized TAs; and "Minimum Contract Value" means 1% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### J. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs J.3 and J.4 of this clause is provided in Annex D.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;

- the total amount of Applicable Taxes invoiced;
  - the total amount paid, Applicable Taxes included;
  - the start and completion date of the task (as last revised, as applicable); and
  - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
  - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
  - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
  - the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
  - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

### 7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 7.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ **[insert at contract award stage]**.

## 7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract:

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), issued by the

Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
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 attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract shall be for a period of one (1) year from date of Contract award.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **7.4.3 Option to Extend - Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of sixty (60) days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities (to be provided at contract award)**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:  
Name: \_\_\_\_\_

Title: \_\_\_\_\_  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_- \_\_\_\_- \_\_\_\_  
Facsimile: \_\_\_\_- \_\_\_\_- \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.2 Project Authority

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

### 7.5.3 Contractor's Representative

To be determined.

## 7.6 Payment

### 7.6.1 Basis of Payment for Approved Task Authorization

The following basis of payment will form part of the approved TA.

#### **Basis of Payment - Limitation of Expenditure - Task Authorizations (2013-04-25) C0204C**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment, Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## 7.6.2 Canada's Total Liability

### Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ **[insert at contract award stage]**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 7.6.3 Method of Payment

One, several or all of the following methods of payment will form part of the approved TA:

### 7.6.3.1 Limitation of Expenditure TA:

For the Work specified in an approved TA subject to a limitation of expenditure:

#### A Single Payment

Canada 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 Canada;
- (c) the Work delivered has been accepted by Canada.

#### B Monthly Payments

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

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

#### **7.6.4 Discretionary Audit**

C0705C (2010-01-11) Discretionary Audit

#### **7.6.5 Time Verification**

C0711C (2008-05-12) Time Verification

### **7.7 Invoicing Instructions**

7.7.1 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.

7.7.2 Invoices must be distributed as follows:

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

### **7.8 Certifications**

#### **7.8.1 Compliance**

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

#### **7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

### **7.9 Applicable Laws**

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



### 7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions;
- (c) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (d) Annex A Statement of Work;
- (e) Annex B Basis of Payment ;
- (f) Annex C, Security Requirements Check List;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) Supply Arrangement Number E60ZN-15TSPS/xxx/ZN (the "Supply Arrangement"); and
- (j) the Contractor's bid dated \_\_\_\_\_ (Insert the date (year-month-day) of the bid. if the bid was clarified or amended, at time of contract award, add, as applicable: ", as clarified on \_\_\_\_\_ (year-month-day)" "and" ", as amended on \_\_\_\_\_(year-month-day).)

### 7.11 Foreign Nationals

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

### 7.12 Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

## ANNEX A, STATEMENT OF WORK

### 1.0 Title of Project:

Business Analysis to assist in Digital Transformation

### 2.0 Background:

Digital transformation is about using technology to make government information and services better for Canadian businesses (e.g., simpler, more client-centric and faster).

As a result of the creation, in December 2015, of a Chief Digital Officer (CDO) for Industry Canada (IC), and in line with the priorities of the new government, IC is responding to increased interest and activities with respect to evolving the government's digital services. The CDO is tasked with the following three objectives: improving the government's ability to interact digitally with business; leading digital transformation across the department; and accelerating the government-wide adoption of the Business Number.

The CDO is supported by a small delivery unit in SITT: the Digital Transformation Hub (DTH). To help deliver on the mandate, the DTH is responsible for developing a departmental multi-year service management strategy, establishing an integrated Digital Roadmap, aligning digital transformation initiatives under a single umbrella, deploying pilots, and interfacing with other departments and provincial and territorial partners on Digital Government.

Given the complexity of digital transformation, sound business analysis is vital to support these work streams.

### 3.0 Project Requirement / Objective:

IC requires the assistance of:

- a **senior business analyst (level 3)** to perform research and analysis, on an as-needed basis, on selected strategic business issues related to digital transformation;

**and Optionally,**

- an **intermediate business analyst (level 2)** \*\*\*to perform research and analysis, on an as-needed basis, on selected strategic business issues related to digital transformation.

**\*\*\*Note:** The services of the senior business analyst are required however the services of the intermediate business analyst are optional. Should the services of the intermediate business analyst be required, a contract amendment will be issued.

### 4.0 Scope of Work / Tasks:

The Senior Business Analyst will be required but not limited to, to perform the following tasks on an as and when requested basis:

- a) Research, analyze and make recommendations on selected strategic business issues related to digital transformation, more specifically:
  - Collect and analyze information and present findings on complex issues, carry out or coordinate research as required and prepare reports;
  - Analyze, advise on, and implement business processes, strategies and functions;

- Consult stakeholders (individually or by means of facilitating group sessions) to identify comprehensive business requirements;
- Provide support in analyzing, evaluating and controlling risks, especially related to business requirements;
- Conduct environmental scans;
- Perform strengths, weaknesses, opportunities and threats (SWOT) analyses when producing a business case to determine whether further investment in a project is warranted.

Should ISED require the services of the Intermediate Business Analyst, the resource will be required, but not limited to, to perform the following tasks on an as and when requested basis:

1. Facilitate requirements gathering sessions
2. Organize requirements gathering sessions
3. Analyze, document and model business requirements
4. Provide support to management in analyzing, evaluating and managing risks, especially related to requirements
5. Make recommendations and provide advice for improvements
6. Identify and research best practices
7. Research information to develop environmental scans

## 5.0 Deliverables / Timelines:

### a) Deliverables:

The Senior Business Analyst will be required but not limited to, to provide the following deliverables on an as and when requested basis:

1. Business Requirement documents
2. Environmental scan reports
3. Business modelling diagrams
4. Business work flow diagrams
5. Presentations on requirement documents or report findings
6. Contribution to project risk registries

Should IC require the services of the Intermediate Business Analyst, the resource will be required, but not limited to, to provide the following tasks on an as and when requested basis:

1. Business Requirement documents
2. Environmental scan reports
3. Business modelling diagrams
4. Business work flow diagrams
5. Presentations on requirement documents or report findings
6. Contribution to project risk registries

The deliverables must be submitted in IC's requested format. Common formats include MS Word, PowerPoint and Excel.

### b) Timelines:

Given that the work required will be on an as-needed basis, and the turn-around time for requests may be short, deadlines for each deliverable will be specified in each Task Authorization.

## 6.0 Constraints:



As described in 5.0 b) above, the Contractor's resource(s)'s must be able to work within tight time constraints.

#### **7.0 Client Support: (if applicable)**

IC's DTH will provide:

- any relevant project materials/documents in support the contractor's analysis, and
- access to one "touchdown" station at its site, from where the contractor will be provided with access to the internal government network(s) hosting GCpedia, GCconnex and EDRMS.

The contractor's resource(s)'s will be responsible to locate and / or develop additional materials / documents, as applicable.

#### **8.0 Work Location:**

The Contractor's resource(s)'s will be working at their premises and will be required to attend meetings via teleconference.

#### **9.0 Official Languages:**

The working language for this contract is English. All documents and deliverables will be provided in English.

#### **10.0 Travel:**

Any travel, accommodation, and incidental expenses related to the conduct of the Work are the sole responsibility of the Contractor. No travel, accommodation, or incidental expenses will be reimbursed under the resulting Contract.

#### **11.0 Security:**

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), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
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 attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

#### **12.0 Intellectual Property:**

There are no intellectual property requirements applicable to this contract.

#### **13.0 Management of the Project:**

This project will be managed by IC Digital Transformation Hub.

## ANNEX B, BASIS OF PAYMENT

**Note:** Should the services of the intermediate business analyst be required, a contract amendment will be issued and the rates provided in Section II of attachment 1 to part 3, pricing scheduled will be added to this annex.

### A- Contract Period (One year from date of contract award)

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

#### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

|    | Category                  | Name of Resource | Firm All-Inclusive Per Diem Rate (in Cdn \$) |
|----|---------------------------|------------------|--|
| 1a | Business Analyst– Level 3 |                  |  |

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees:** \$ \_\_\_\_\_ (insert amount at contract award)

#### 2.0 Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All travel within the National Capital Region will be at the Contractor's expense.

**No travel is required for the Work, therefore, no travel and living expenses will be reimbursed under the resulting Contract.**

**3.0 Total Estimated Cost to a Limitation of Expenditure:** \$ \_\_\_\_\_ [Insert the amount at contract award]

### B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**B-1 Extended Contract Period (Option Period 1 – Duration: one (1) year period)**

|    | Category                  | Name of Resource | Firm All-Inclusive Per Diem Rate (in Cdn \$) |
|----|---------------------------|------------------|--|
| 1a | Business Analyst– Level 3 |                  |  |

**B-2 Extended Contract Period (Option Period 2 – Duration: one (1) year period)**

|    | Category                  | Name of Resource | Firm All-Inclusive Per Diem Rate (in Cdn \$) |
|----|---------------------------|------------------|--|
| 1a | Business Analyst– Level 3 |                  |  |

**B-3 Extended Contract Period (Option Period 3 – Duration: one (1) year period)**

|    | Category                  | Name of Resource | Firm All-Inclusive Per Diem Rate (in Cdn \$) |
|----|---------------------------|------------------|--|
| 1a | Business Analyst– Level 3 |                  |  |

**B-4 Extended Contract Period (Option Period 4 – Duration: one (1) year period)**

|    | Category                  | Name of Resource | Firm All-Inclusive Per Diem Rate (in Cdn \$) |
|----|---------------------------|------------------|--|
| 1a | Business Analyst– Level 3 |                  |  |



## ANNEX C, SECURITY REQUIREMENTS CHECK LIST

SRCL / LVERS #6



Government of Canada / Gouvernement du Canada

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

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

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

Canada



Government of Canada / Gouvernement du Canada

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

**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?  No / Non  Yes / 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?  No / Non  Yes / Oui

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

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

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category / Catégorie                                    | PROTECTED / PROTÉGÉ |   |   | CLASSIFIED / CLASSIFIÉE     |        |                          | NATO  |                                       |             |  | COMSEC              |   |   |                             |        |                          |
|---|---------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-------------|--|---------------------|---|---|-----------------------------|--------|--------------------------|
|   | A                   | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET / COSMIC TRÈS SECRET | PROTECTED / PROTÉGÉ |   |   | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET |
|   |                     |   |   |                             |        |                          |   |                                       |             |  | A                   | B | C |                             |        |                          |
| Information / Assos / Renseignements / Bases Production |                     |   |   |                             |        |                          |   |                                       |             |  |                     |   |   |                             |        |                          |
| IT Media / Support TI / IT Link / Lien électronique     |                     |   |   |                             |        |                          |   |                                       |             |  |                     |   |   |                             |        |                          |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, 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).**

## ANNEX “D” TASK AUTHORIZATION REPORT

| Contract Number: _____           |                     |                                   |   |           |   |                   |
|----------------------------------|---------------------|-----------------------------------|---|-----------|---|-------------------|
| Reporting Period: _____ to _____ |                     |                                   |   |           |   |                   |
| TA Number                        | TA Amendment Number | Date of TA / Date of TA Amendment | Value of TA / Value of TA Amendment (excluding GST/HST) | GST / HST | Total Value of TA / Total Value of TA Amendment | Cumulative Amount |
|                                  |                     |                                   |   |           |   |                   |
|                                  |                     |                                   |   |           |   |                   |
|                                  |                     |                                   |   |           |   |                   |