



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

**Bid Receiving - PWGSC / Réception des
soumissions – TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Informatics Professional Services Division/Division des
services professionnels en informatique

11 Laurier Street

11, rue Laurier

Place du Portage, Phase III, 4C2

Gatineau

Quebec

K1A0S5

Title - Sujet TBIPS FOR CANSOFCOM	
Solicitation No. - N° de l'invitation W6399-17JA86/A	Date 2017-04-11
Client Reference No. - N° de référence du client W6399-17JA86	
GETS Reference No. - N° de référence de SEAG PW-\$IPS-001-31361	
File No. - N° de dossier 00lips.W6399-17JA86	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-10	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Potter, David	Buyer Id - Id de l'acheteur 001ips
Telephone No. - N° de téléphone (613) 944-4482 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	DAPHNE KLASSEN-HAYES, DLP 6-1-2-1 CANSOFCOM PROCUREMENT TEL: 613-998-4994 FAX: 613-990-5005	I - 1	CANSOFCOM COS FD 101 COLONEL BY DRIVE OTTAWA, ON, CANADA K1A 0K2 ATTN: DAPHNE KLASSEN-HAYES PROCUREMENT OFFICER DLP 6-1-2-1



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	TBIPS FOR CANSOFCOM	D - 1	I - 1	1	Each	\$	\$	See Herein	

**BID SOLICITATION
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
FOR
DEPARTMENT OF NATIONAL DEFENCE (DND)**

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Solicitation No. - N° de l'invitation
W6369-17JA86

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
001IPS

Client Ref. No. - N° de réf. du client
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File No. - N° du dossier
001IPS W6369-17JA86

CCC No./N° CCC - FMS No/ N° VME

Annex B Basis of Payment
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List of Attachments to Part 3 (Bid Preparation Instructions):

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List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):

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Attachment 4.2 Rated Evaluation Criteria

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**BID SOLICITATION
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
FOR
THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

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

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

1.2 Summary

- (i) This bid solicitation is being issued to satisfy the requirement of *the Department of National Defence* (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (ii) It is intended to result in the award of up to 2 contracts each for a period of 1 year, plus four 1-year irrevocable options allowing Canada to extend the term of the contract(s).
- (iii) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the, Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (iv) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA),

the Canada-Colombia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), and the Agreement on Internal Trade (AIT).

- (v) This procurement is subject to the Controlled Goods Program.
- (vi) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractor's Program for Employment Equity – Certification."
- (vii) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (viii) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (ix) The Resource Categories described below are required on an as-and-when-requested basis in accordance with the TBIPS SA Annex "A":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	NUMBER OF RESOURCES REQUIRED
I.10 Technical Architect	LEVEL 2	1
I.11 Technology Architect	LEVEL 3	1
I.6 Network Analyst	LEVEL 3	1
I.9 System Administrator	LEVEL 3	3

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File No. - N° du dossier
001IPS W6369-17JA86

CCC No./N° CCC - FMS No/ N° VME

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
 - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 5(4) of 2003, Standard Instructions – Goods and Services – Competitive Requirements is amended as follows:
 - (i) Delete: 60 days
 - (ii) Insert: 180 days

2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a

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

2.4 Former Public Servant

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

(b) **Definitions**

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

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

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

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

(c) **Former Public Servant in Receipt of a Pension**

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

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

- (i). name of former public servant;
- (ii). date of termination of employment or retirement from the Public Service.

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

(d) **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- (i). name of former public servant;
- (ii). conditions of the lump sum payment incentive;
- (iii). date of termination of employment;
- (iv). amount of lump sum payment;
- (v). rate of pay on which lump sum payment is based;
- (vi). period of lump sum payment including start date, end date and number of weeks;
- (vii). number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority **in accordance with the article entitled "Enquiries - Bid Solicitation"**. Canada will have the right to accept or reject any or all suggestions

2.7 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under any resulting contract will belong to Canada, on the following grounds:

- National Security

2.8 Volumetric Data

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- (i) Section I: Technical Bid (5 hard copies) and 2 soft copies on CD,
- (ii) Section II: Financial Bid (2 hard copies) and 1 soft copies on CD
- (iii) Section III: Certifications not included in the Technical Bid (2 hard copies)

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

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

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

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

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

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using **staples or clips** instead of cerlox, duotangs or binders.

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

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a

natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:

- (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

(e) Joint Venture Experience:

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

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

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

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

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

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

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

That show in total 100 billable days.

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

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment "3.1" with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	
Individual's nationality/citizenship	

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1 and Attachment 4.2, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its

proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachments 4.1 and 4.2, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(iv) **For Proposed Resources:** The technical bid must include only one résumé and one Non-Disclosure Agreement per Resource Category as identified in Attachments 4.1 and 4.2. The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
- (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
- (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed

(i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

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

- (A) In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references. If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. These customer references must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required at Attachments 4.1 and 4.2.

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

Has the individual provided your organization with the services described in Attachments 4.1 and 4.2 Evaluation Criteria?

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

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

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

- (C) For the customer reference, the Bidder must, at a minimum, provide the name, phone number and email address for a contact person.

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

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance the Pricing Schedule provided in Attachment 4.3 - Pricing Schedule. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

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- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and,
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder, the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation

- (a) **Mandatory Technical Criteria:**
 - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
 - (ii) The mandatory technical criteria are described in Attachment 4.1 – Mandatory Technical Evaluation Criteria to Part 4 (Evaluation Procedures and Basis of Selection).
- (b) **Point-Rated Technical Criteria:**
 - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit

complete bids with all the information requested by this bid solicitation will be rated accordingly.

- (ii) The rated requirements are described Attachment 4.2 – Rated Technical Evaluation Criteria to Part 4 (Evaluation Procedures and Basis of Selection).

(c) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

4.3 Financial Evaluation

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

- (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders and the Firm Per Diem Median Rate Evaluation Method explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates, or Median Rate(s) if applicable, for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for each all of the Resource Categories stated in Attachment 4.3 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

(ii) **Firm Per Diem Median Rate Evaluation**

- (A) **Use:** The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the Lower Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.

- (B) **Calculation for both the Initial Contract Period and the Option Period medians:** Using the per diem rate proposed for each individual Resource Category a Median Rate will be determined for each Resource Category for the Initial Contract Period, and for each of the option period(s). For each Resource Category, the Median Rate will be calculated using the median function in Microsoft Excel. A Lower Band Limit will be calculated for each Resource Category and will represent a range that encompasses the Median Rate to a value of minus (-) 20% of the Median Rate. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Median Rate for that Resource Category.

For example, if the Median Rate is determined to be \$500 for a Resource Category, the Lower Band Limit would be minus (-) 20% of \$500, or \$400. If a Bidder proposes a firm per diem rate that is lower than \$400, the Median Rate of \$500 will be used in the Bidder's financial evaluation for that Resource Category.

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

- (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all of the Resource Categories stated in Attachment 4.3 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

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

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all

otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the eighteen months before the date of this request for rate substantiation, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and
- (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

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

4.4 Basis of Selection - Highest Responsive Combined Rating of Technical Merit and Price

(a) Evaluation of Bid

Selection Process: The following selection process will be conducted for each bid:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The two responsive bids that obtain the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.
 - (A) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$\frac{\text{Technical Score}}{\text{Maximum Technical Points}} \times 60 = \text{Total Technical Score}$

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

$\frac{\text{Lowest Total Bid Price}}{\text{The Bidder's Total Bid Price}} \times 40 = \text{Total Financial Score}$

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

$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$

- (iii) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Technical Score will become the top-ranked bidder. In the event of identical Total Technical Scores occurring, then the bid with the highest Total Financial Score will become the top-ranked Bidder.
- (iv) Up to two contracts may be awarded in total as a result of this bid solicitation.

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

Bidder	Total Bidder Score	Fund Allocation Formula (%)	Total Funds Allocated
1	98	$98/269 \times 100 = 36.43$	\$3,643,000.00
2	89	$89/269 \times 100 = 33.09$	\$3,309,000.00
3	82	$82/269 \times 100 = 30.48$	\$3,048,000.00
Total	269		\$10,000,000.00
Total funds available: \$10,000,000.00			

NOTE: This is an example only. Actual numbers will be determined after bid evaluation.

- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

(a) Federal Contractors Program for Employment Equity - Bid Certification

- (i) By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.
- (ii) 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.
- (iii) 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.
- (iv) The Bidder must provide the Contracting Authority with a completed Attachment "5.1", Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2 Additional Certifications Precedent to Contract Award

(a) Professional Services Resources

- (i) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (ii) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

(b) Certification of Language

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

(c) Submission of Only One Bid

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) 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 and individual Task Authorizations; and
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

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

6.3 Controlled Goods Requirement

- (a) SACC Manual clause A9130T (2014-11-27) Controlled Goods Program – Bid
- (b) In the case of a joint venture Bidder, each member of the joint venture must meet the Controlled Goods Program requirements.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Department of National Defence (DND).
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Allocation of Task Authorizations:** More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
 - (i) At the time this series of contracts was awarded, each Contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.
 - (ii) Canada will make a reasonable effort to ensure that the dollar value of the TAs issued to the Contractors are proportionally balanced throughout the Contract Period based on the percentage values in the Fund Allocation Formula. A review of TAs issued to the Contractors will be conducted at six-month intervals and at the beginning of each fiscal year

to confirm proportional utilization and distribution of the TAs. Should a contractor refuse a TA under the Contract the next Contractor, under the same allocation process, will be offered the draft TA. The dollar value of the refused TA will be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other Contractor. Should all Contractors refuse a TA under the Contract, Canada reserves the right to use other methods of supply. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the contractor propose another resource and the contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next contractor, under the same allocation process.

(c) Form and Content of Task Authorizations:

- (i) The PWGSC Contracting Authority will provide the Contractor with a description of the task in a draft TA using the form specified in Appendix A to Annex A.
- (ii) The Statement of Task will contain the details of the activities to be performed and must also contain the following information (when applicable):
 - (A) the task number;
 - (B) The date by which the Contractor's response must be received (which will appear in the Statement of Task, but not the issued Task Authorization);
 - (C) The details off any financial coding used;
 - (D) the categories of resources and the number required;
 - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (F) the start and completion dates;
 - (G) milestone dates for deliverables and payments (if applicable);
 - (H) the number of person-days of effort required;
 - (I) The on-site location where the work is to be performed;
 - (J) the level of security clearance required of resources;
 - (K) whether the Task Authorization is subject to Controlled Goods;
 - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and,

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

- (d) **Contractor's Response to Draft Task Authorizations:** The Contractor must provide to the PWGSC Contract Authority, within 5 working days of receiving the draft TA (or within any longer time period specified in the SoT), the resume of the proposed resource(s), the completion of the provided evaluation matrix that details how the resource meets the technical requirements, and a Non-Disclosure Agreement for each resource. Cross reference to the resume is required. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

- (e) **Authorities for Validly Issuing Task Authorizations:**

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

- i. PWGSC Contracting Authority.
- ii. DND Procurement Authority

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority.

- (f) **Periodic Usage Reports:**

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

- (ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

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

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category of each resource involved in performing the TA, as applicable;

- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
 - (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
 - (F) the start and completion date for each authorized task; and
 - (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):
- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
 - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.
- (g) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

- (a) In this clause,
- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract(s) (excluding Applicable Taxes); and
 - (ii) **"Minimum Contract Value"** means \$20,000.00 (excluding Applicable Taxes)
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

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

(a) General Conditions:

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

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

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) Supplemental General Conditions:

The following Supplemental General Conditions:

- (i) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

7.5 Security Requirement:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W6399-17-JA86

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance at the level of SECRET**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**

2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor personnel requiring access to **PROTECTED/CLASSIFIED** information, assets or sensitive work site(s) **must be citizens of Canada** and must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror **MUST NOT** remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. The Contractor personnel requiring access to COMSEC information/assets **must be a citizen of Canada**, hold a valid security clearance commensurate with the information/assets that will be accessed, have a need-to-know and have undergone a COMSEC briefing and signed a COMSEC Briefing certificate. Access by foreign nationals or resident aliens must be approved by the Head of IT Security Client Services at CSEC on a case-by-case basis.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
7. The Contractor must complete and submit a **Foreign Ownership, Control and Influence (FOCI)** Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to **COMSEC** information/assets. **Public Works and Government Services Canada** (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PSPC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".
8. The Contractor should at all times during the performance of the contract possess a letter from PSPC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
9. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
10. The Contractor/Offeror must also comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C;
 - (b) Industrial Security Manual (latest edition).

7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends **one year later**; and,

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

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

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **four additional one-year period** under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 Authorities

(i) **Contracting Authority**

The Contracting Authority for the Contract is:

David Potter
Supply Team Leader
Public Works and Government Services Canada
Informatics Professional Services Division (IPS)
Portage III 4C2
11 rue Laurier, Gatineau, QC
K1A 0S5 Canada

Tel.: (873) 469-4883
Fax: (819) 956-1207

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.

(ii) **DND Technical Authority**

The DND Technical for the Contract is:

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. Individual resources may discuss Technical matters with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the Work can only be made through a contract amendment issued by the Contracting Authority. **All formal communication between the Crown and DND must be directed to Contracting Authority or Procurement Authority as applicable.**

(iii) **DND Procurement Authority:**

The DND Procurement Authority for the Contract is:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

(iv) **Contractor's Representative:**

The Contractor Representative is:

7.8 Proactive Disclosure of Contracts with Former Public Servants: By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.9 Payment

(a) **Basis of Payment**

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

Estimated Cost \$ _____

(ii) **Travel and Living Expenses – National Joint Council Travel Directive:**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. All travel must have the prior authorization of the Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the National Capital Region. The Contractor will be paid for actual time spent travelling in accordance with the firm per diem rate set out in Annex B. which per

diem is based on a 7.5-hour workday. (*Note: "travelling" is defined as "in-flight time/driving time only" as substantiated through travel receipts). All payments are subject to government audit.

Estimated Cost \$ _____

(iii) **Applicable Taxes**

Estimated Cost \$ _____

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

(iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

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

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included.
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (A) when it is 75 percent committed, or
 - (B) 4 months before the contract expiry date, or
 - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,Whichever comes first.

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

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

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Time Verification**

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

(e) **Payment Credits**

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

- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) Corrective Measures: If credits are payable under this Article for two consecutive months or for three months in any twelve-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) Termination for Failure to Meet Availability Level: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor three months' written notice of its intent, if:
 - (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
 - (2) the corrective measures required of the Contractor described above are not met.

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

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- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.
- (f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.10 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

7.11 Certifications

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

7.12 Federal Contractors Program for Employment Equity - Default by Contractor

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

7.13 Applicable Laws

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

7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
 - (i) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2016-04-04), Higher Complexity - Services;
- (d) Annex A, Statement of Work - Annex A including its Appendices as follows:
 - (i) Appendix A to Annex A - Task Authorization (TA) Form;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) The signed Task Authorization including any required Certifications;

- (h) Supply Arrangement Number EN578-170432/xxx/EI (the "Supply Arrangement"); and,
- (i) the Contractor's bid dated _____ (insert date of bid) as amended _____ (insert date(s) of amendment(s) if applicable.)

7.15 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

7.16 Foreign Nationals (Canadian Contractor)

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

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

7.17 Foreign Nationals (Foreign Contractor)

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

7.18 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this

nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

- (ii) The Commercial General Liability policy must include the following:
- (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

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

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:

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

7.19 Controlled Goods Program

SACC Manual clause A9131C (2014-11-27), Controlled Goods Program

7.20 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

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

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

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

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

7.21 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

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

7.22 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

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

Replacement of Specific Individuals

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

- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (B) security information on the proposed replacement as specified by Canada, if applicable.

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

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

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

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

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.23 Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.24 Representations and Warranties

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

7.25 Access to Canada's Property and Facilities

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

7.26 Implementation of Professional Services

If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority that, it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

7.27 Identification Protocol Responsibilities

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

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.28 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work. **(NDA must be provided at Contract Award – copy of NDA available at Annex "D" herein)**

ANNEX A
STATEMENT OF WORK
FOR THE PROVISION OF INFORMATION TECHNOLOGY ENTERPRISE SUPPORT SERVICES FOR
CANADIAN SPECIAL OPERATIONS FORCE COMMAND

1. SCOPE

1.1 Purpose

The Department of National Defence (DND) requires the services of informatics professional services resources to maintain the overall quality, completeness, consistency, and alignment of various architectures provided and supported by Canadian Special Operations Force Command (CANSOFCOM.) including technology architecture, enterprise architecture federated framework and infrastructure architecture.

1.2 Background

The mission of CANSOFCOM is to provide the Government of Canada with agile, high-readiness Special Operations Forces capable of conducting special operations across the spectrum of conflict at home and abroad.

CANSOFCOM operations are intelligence driven and must be supported by disparate sources of intelligence and information to define specific threats. This can only be achieved with the support of a robust Communications, Computers, and Information Management/Information Technology (IM/IT) architecture. Sources of intelligence must be exploited and information must be collected by a variety of means. All these sources must then be integrated into databases enabled by powerful analytical tools and aids. They must be linked by a robust communications network and command and control system that will ensure Commanders at all levels have the situational awareness, planning tools, and Command and Control (C2) capabilities to successfully conduct operations. The Joint Secure Information System (JSIS) is that network that delivers IM/IT throughout CANSOFCOM. It is the global C2 capability that is used operationally throughout CANSOFCOM, and collates all sources onto a single platform.

CANSOFCOM has an array of IM/IT capabilities that can be drawn from when assigned specific tasks and operations.

1.3 Abbreviations and Acronyms

The following abbreviations and acronyms are used in this SOW:

C2	Command and Control
CAF	Canadian Armed Forces
CANSOFCOM	Canadian Special Operations Force Command
CCL	Connectivity Check List
CONOPs	Concept of Operations
CT	Counter Terrorism

DND	Department of National Defence
HVT	High Value Tasks
IM/IT	Information Management/Information Technology
JSIS	Joint Secure Information Service
MCT	Maritime Counter Terrorism
OGD	Other Government Departments
RFC	Request for Change
RFS	Request for Service
SOCD	Statement of Capability Deficiency
SOP	Standard Operating Procedures
SOR	Statement of Requirement
SOTF	Special Operations Task Force
SOW	Statement of Work
TA	Technical Authority
TRA	Threat Risk Assessment
VTC	Video Teleconference

3. REQUIREMENT

3.1 Occupational Categories Required

The Contractor must effectively manage CANSOFCON IM/IT capabilities by enhancing these converged and integrated infrastructures, such as a VCE vBlock. The Work, including all tasks, activities and deliverables will be defined in the individual Task Authorizations. This section provides a general description of the scope of work that will be performed.

3.2 Tasks

3.2.1 The **Technical Architect – Video Teleconference (Level 2)** must perform tasks in support of the VTC project. These tasks includes but is not limited to:

- 3.2.1.1 Consult with users and evaluate requirements, recommend designs, provide cost analyses, plan projects, and coordinate tasks for installation of VTC;
- 3.2.1.2 Analyse, design, implement, and manage network security policies;
- 3.2.1.3 Analyse, implement, and manage Microsoft Server 2008 & Server 2012;
- 3.2.1.4 Analyse, design, implement, and manage VTC Systems;
- 3.2.1.5 Perform System Administrator functions, as required;
- 3.2.1.6 Provide quality control management and risk assessment;
- 3.2.1.7 Provide network documentation, training, and guidance to network support staff;
- 3.2.1.8 Serve as the technical specialist in network and server problems and emergencies;
- 3.2.1.9 Troubleshoot and resolve production server problems;
- 3.2.1.10 Conduct technical research on server upgrades and components to determine feasibility, cost, time required, and compatibility with current system;
- 3.2.1.11 Recommend server solutions for short-, medium-, and long-range network projects;
- 3.2.1.12 Assists in developing SOCDs, SORs, and Project Implementation Plans as required;
- 3.2.1.13 Determine plan layout for new hardware or modifications to existing layout;

- 3.2.1.14 Monitor network traffic and recommend ways to optimize traffic and/or reduce network bandwidth requirements;
- 3.2.1.15 Work with vendors to resolve complex server problems; and,
- 3.2.1.16 Document server problems and resolutions for future reference.

3.2.2 The **Technology Architect (Level 3)** will perform tasks in support of the Positional Awareness project. These tasks include, but are not limited to the following:

- 3.2.2.1 Consult with users and evaluate requirements, recommend designs, provide cost analyses, plan projects, and coordinate tasks for installation of data networks;
- 3.2.2.2 Develop architectures, frameworks, and strategies to meet the business and application requirements;
- 3.2.2.3 Identify policies and requirements that drive out a particular solution;
- 3.2.2.4 Analyze and evaluate alternative technology solutions to meet business problems;
- 3.2.2.5 Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- 3.2.2.6 Provide information, direction, and support for emerging technologies;
- 3.2.2.7 Perform impact analysis of technology changes;
- 3.2.2.8 Provide support to applications and/or technical support teams in the proper application of existing infrastructure;
- 3.2.2.9 Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements;
- 3.2.2.10 Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, improve system performance through recommended hardware changes;
- 3.2.2.11 Review computer software systems and data requirements as well as communication and response needs and determine operating systems and languages needed to support them;
- 3.2.2.12 Generate SORs, an engineering TRA, System Design Specification, Test Plan, RFC, RFS, and user documentation; and,
- 3.2.2.13 Install and configure the following:
 - a) VMWare server console and VMWare ESX 3.x, 4.x & 5.x;
 - b) Windows server 2008 and 2012;
 - c) Microsoft Exchange Server 2007 and 2013;
 - d) HP Blade Infrastructure;
 - e) Cross Domain Technologies;
 - f) Sametime Chat, Team Sessions persistent chat (IP War);
 - g) Interactive Link Data Diode Veto;
 - h) Mapping systems, including Google Earth Servers and clients;
 - i) Border Protection System;
 - j) Firewall;
 - k) Content Checkers;
 - l) Mail Marshal Servers; and,
 - m) Linux Operating systems.

3.2.3 The **Network Analyst - (Level 3)** – will perform tasks in support of the Security project. These tasks include, but are not limited to the following:

- 3.2.3.1 Assist with the planning of future network expansion;
- 3.2.3.2 Assist with analyzing and resolving technical problems for established networks and troubleshoot and resolve network production problems;
- 3.2.3.3 Provide network documentation, training, and guidance to network support staff;
- 3.2.3.4 Assist with configuring and deploying firewalls and install, configure and maintain network components;
- 3.2.3.5 Assist with conducting technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system;
- 3.2.3.6 Monitor network traffic and recommend ways to optimize traffic and/or reduce network bandwidth requirements;
- 3.2.3.7 Assist with implementing VPN architecture and configure Tunnel Gateways;
- 3.2.3.8 Load, configure and manage HAIPE compliant cryptographic devices;
- 3.2.3.9 Provide Layer 3 Engineering and Network Design expertise when requested;
- 3.2.3.10 Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system;
- 3.2.3.11 Install, configure, and maintain network components;
- 3.2.3.12 Determine plan layout for new hardware or modifications to existing layout;
- 3.2.3.13 Develop new strategies and methods to take advantage of emerging technologies;
- 3.2.3.14 Implement and configure VoIP voice architecture;
- 3.2.3.15 Provide technical guidance in matters related to Unified Communications providing the appropriate network guidance in matters related to Multicast and Quality of Service strategies;
- 3.2.3.16 Integrate TCP acceleration and Traffic Flow optimization hardware into existing network;
- 3.2.3.17 Control and administer IP address allocation and footprint employing tools such as Infoblox and Solarwinds;
- 3.2.3.18 Work with vendors to resolve complex network problems;
- 3.2.3.19 Document network problems and resolutions for future reference; and,
- 3.2.3.20 Act as an advisor to CANSOFCOM J6 Networks Officer;

3.2.4 The **System Administrator #1 – Systems and Virtualization (Level 3)** will perform tasks in support of the Systems and Virtualization project. These tasks include, but are not limited to the following:

- 3.2.4.1 Consult with users and technical staff to evaluate requirements, recommend designs, plan projects, and coordinate tasks for installation and management of hardware and software systems;
- 3.2.4.2 Monitor technology trends to ensure systems and virtualization solutions are in line with industry direction;
- 3.2.4.3 Conduct technical research on server upgrades and components to determine feasibility, cost, time required, and compatibility with current systems;
- 3.2.4.4 Analyze and evaluate server and technology solutions to meet identified business requirements;
- 3.2.4.5 Monitor network and systems and recommend ways to optimize bandwidth and network/systems resources;
- 3.2.4.6 Perform impact analysis of technology changes;
- 3.2.4.7 Provide network documentation, training, and support to technical IT staff;
- 3.2.4.8 Integrate and optimize servers in a VMware virtualized environment;

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- 3.2.4.9 Serve as technical specialist for network and server issues, working with vendors as required;
 - 3.2.4.10 Evaluate systems to meet requirements, and make recommendations for improvements and optimizations through hardware or software changes; and,
 - 3.2.4.11 Act as an advisor to CANSOFCOM J6 Networks Officer;
- 3.2.5 The **System Administrator #2 – Storage and Security (Level 3)** – will perform tasks in support of the Storage and Security project. These tasks include, but are not limited to the following:
- 3.2.5.1 Consult with users and evaluate requirements, recommend designs, provide cost analysis, plan projects, and coordinate tasks for installation of data networks;
 - 3.2.5.2 Identify policies and requirements that drive out a particular solution;
 - 3.2.5.3 Analyze and evaluate alternative technology solutions to meet business problems;
 - 3.2.5.4 Design, manage, and maintain File and Print Services;
 - 3.2.5.5 Design, manage, and maintain Microsoft Distributed File System (DFS);
 - 3.2.5.6 Design, manage, and maintain backups of servers and file storage;
 - 3.2.5.7 Develop and maintain login scripts;
 - 3.2.5.8 Propose and develop new technologies to further the capabilities and resiliency of the CANSOFCOM network;
 - 3.2.5.9 Provide network documentation, training and guidance to network support staff;
 - 3.2.5.10 Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, improve system performance through recommended hardware changes;
 - 3.2.5.11 Maintain Hitachi SAN enclave as specialist for server problems and emergencies;
 - 3.2.5.12 Troubleshoot and resolve production SAN and server problems, work with vendors to resolve complex server problems and document server problems and resolutions for future reference;
 - 3.2.5.13 Design and develop architectures and strategies for the CANSOFCOM network around Business Continuity, High Availability, and Disaster Recovery using existing and available technologies, so that the network is robust, reliable, and available even during times of disruptions;
 - 3.2.5.14 Identify deficiencies in existing CANSOFCOM integrated mail and office communications suite, including but not limited to Microsoft Exchange, PKI, and antivirus systems;
 - 3.2.5.15 Develop procedural, technical, and configuration solutions for identified deficiencies;
 - 3.2.5.16 Develop requirements, feasibility, cost, design and specification documents for new CANSOFCOM office suite requirements;
 - 3.2.5.17 Conduct tests of new equipment (hardware and software) in order to determine the benefits and feasibility of integrating the equipment into the existing CANSOFCOM network;
 - 3.2.5.18 Conduct testing and analysis of the existing network in order to evaluate software and hardware performance, user experience, and service reliability;
 - 3.2.5.19 Configure and deploy new components of the network as needed;
 - 3.2.5.20 Produce test result documentation outlining the results of tests;
 - 3.2.5.21 Produce build, configuration, and implementation documentation for the new components to be integrated into the network;

- 3.2.5.22 Develop and deliver training and technical advice to DND/CAF clients and colleagues;
- 3.2.5.23 Update network documentation for any changes done to rectify issues; and,
- 3.2.5.24 Design, develop and support the CANSOFCOM network using the following:
 - a) VMWare server console and VMWare ESX 3.x, 4.x, and 5.x;
 - b) Hitachi USPVM, WMS100, AMS200, AMS500, AMS2000 series;
 - c) Hitachi HCAP;
 - d) Isilon NL series storage platform;
 - e) Windows Server 2003, 2008, and 2012;
 - f) Microsoft Exchange Server 2003, 2010, and 2013;
 - g) Microsoft DFS and DFSR;
 - h) Titus Labs Message Classification;
 - i) SimpleSync and UnitySync;
 - j) EMC VNXe series NAS;
 - k) VCE VBlock Unified compute and storage platform;
 - l) EMC SourceOne Archive solutions; and,
 - m) Task automation through scripting (Powershell, VBScript, etc.).

3.2.6 The **System Administrator #3 – Enterprise Applications (Level 3)** will perform tasks in support of the Enterprise Applications project. These tasks include, but are not limited to the following:

- 3.2.6.1 3rd Level of Support for Command wide operating, network, software, and Users issues;
- 3.2.6.2 Record, prioritize, and respond to trouble calls.
- 3.2.6.3 Apply problem solving skills to troubleshoot and resolve technical problems;
- 3.2.6.4 Subject matter expert for Axios Assyst;
- 3.2.6.5 Work with the Technical Architect, Network Analysts, and clients to maintain and improve software performance;
- 3.2.6.6 Maintain and update relevant project information in manual and/or electronic files;
- 3.2.6.7 Provide technical guidance and advice on future system/network expansion;
- 3.2.6.8 Provide support for various server-based applications including the MINCOM Information Manage System (MIMS), Fleet Management System (FMS), AMMO Information Management system (AIMS) and Assyst Helpdesk/Configuration Management Application.
- 3.2.6.9 Provide training and support for a CANSOFCOM specific web based collaboration tool (UBase); and,
- 3.2.6.10 Install, monitor, upgrade and maintain the following:
 - a) VMWare server console and VMWare ESX 3.x, 4.x & 5.x;
 - b) Windows server 2003, 2008, and 2012;
 - c) Blade Infrastructure;
 - d) HP MSA1000 SAN, NetGear NAS;
 - e) Microsoft Exchange Server 2007 and 2010;
 - f) Win7 Operating System;
 - g) Symantec Anti-Virus (V. 11.x SEP 11);
 - h) VM ThinClients and VM ThinApps

3.3 Hours of Operation

The Contractor's resource(s) must work up to 7.5 hours per day, five days per week during core business hours at the Location of Work stipulated in this Contract, as-and- when-requested by Canada. Core business hours are defined as 7:00 am to 5:00 pm, Monday to Friday.

4. DELIVERABLES

Contractor personnel must prepare and submit various deliverables resulting from the services provided. The deliverables must be supplied in two hard copies and one electronic copy using Microsoft Office Suites; including email, Excel and MS Word and Visio. These deliverables include, but are not limited to the following:

4.1 Technology Architect – VTC

- 4.1.1 Document all modifications and configurations changes made on the JSIS network as well as his/her intention to do so. Those will be provided through the completion of a CANSOFCOM RFC or electronically when requested;
- 4.1.2 Provide monthly situation reports on various projects and area of responsibilities depending on the J6 Network staff requirements at the moment. Contractor should also be ready to provide those situation reports on demand or when major milestones are achieved; and
- 4.1.3 Design, plan and implement network redundancy and fault tolerance. Suggested recommendations to rectify any network weaknesses will be submitted to the J6 Network staff for review and approbation electronically.

4.2 Technical Architect – Positional Awareness

- 4.2.1 Implement new capacities and applications on the JSIS network through standard processes. Each of the following official documents produced through those processes will be provided to CANSOFCOM for revision, acceptance, and filing;
 - a) CONOPs documents;
 - b) CCLs;
 - c) Equipment Configuration Setup;
 - d) Equipment Layout Diagrams;
 - e) Implementation Plans;
 - f) SOP Documents;
 - g) SORs and
 - h) Test Plans.

4.3 Network Analyst – Security

- 4.3.1 Monitor the JSIS network traffic and provide an impact statement as well as a resolution plan when a situation is deemed suspicious and may affect the JSIS network security. Reports will be submitted electronically when the situation requires a more in depth explanation;
- 4.3.2 Provide recommendations through documented plans and reports on any IT equipment, applications or processes, that is believed should be modified to improve the JSIS network reliability and security as well as to mitigate any vulnerabilities. Those will be submitted electronically;

- 4.3.3 Maintain knowledge of changing equipment and assess any impacts through the management of an Asset Management Enterprise 2007 database accessible at any moment to the J6 Network section;
- 4.3.4 Document all modifications and configurations changes made on the JSIS network as well as changes required but not actioned as yet. Those will be provided through the completion of a CANSOFCOM RFC or electronically when requested;
- 4.3.5 Maintain updated diagrams of the network infrastructure and keep the latest versions available to the J6 Network staff by posting them on UBase, the CANSOFCOM cooperation tool, on a regular basis. Those documents can be of various formats but Visio is the current standard; and,
- 4.3.6 Conduct and document the IP management of the network, including its expansion, and ensure the latest documentation is available to the J6 Network section at all times.

4.4 System Administrator #1 – Systems and Virtualization

- 4.4.1 Inform the J6 Network staff when the administration functions on the network have an impact on the operational capacities of the network and document the situation through an impact statement and a resolution plan. Those will be submitted when the situation requires a more in depth analysis; and
- 4.4.2 Provide documented plans and reports on any IT equipment, applications, or processes, that they believe should be modified to improve the JSIS network reliability and security.

4.5 System Administrator #2 – Storage and Security

- 4.5.1 Document all recommendations with regards to the improvements of the backup and archive infrastructure of the JSIS network;
- 4.5.2 Provide situation reports on the progress of the project on demand or when major milestones are achieved; and,
- 4.5.3 Ensure the proper backup of data at all sites of responsibility is working as designed and test its effectiveness. Observations and recommendations will be submitted to the J6 Network staff electronically to ensure the stability and recoverability of the network from network disaster.

4.6 System Administrator #3 – Enterprise Applications

- 4.6.1 Inform the J6 Network staff when IT issues they are troubleshooting affect operational capacities and document the situation through an impact statement and a resolution plan. Those will be submitted through the Assyst help desk software or electronically when the situation requires a more in depth analysis; and
- 4.6.2 Provide monthly situation reports on the various applications being implemented and supported on demand or when major milestones are achieved.

All Contractor personnel must provide the TA with written monthly status reports and timesheets for approval. The Contractor personnel must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.

4.7. Monthly Progress Reports

Monthly progress Reports must be attached to each invoice. Monthly Progress Reports can be submitted to the Technical Authority electronically. Monthly Progress Reports must include as a minimum the following information:

- a) all significant activities performed by each occupational category or resource under each task during the period covered by the progress report;
- b) status of all action/decision items originating from each task, as well as a list of outstanding activities and the expected completion date; and,
- c) a description of any issues or problems encountered which are likely to require attention by the Technical Authority;

5. LIMITATIONS AND CONSTRAINTS

The Contractor must access information available exclusively at Canada's facilities located in the NCR.

The Contractor must work outside the core business hours as-and-when requested by Canada

6. DND SUPPORT TO CONTRACTOR

The Contractor will ensure the currency of knowledge of their resources and will bear the costs incurred for training. In certain circumstances, contracted resources may require training available only through DND to perform a required task. If DND requires a resource to attend said course, DND will absorb the costs of the training, including tuition.

7. LOCATION OF WORK

All Work must be provided on-site at 1600 Star Top Road in Ottawa or at other DND facilities located within the NCR as required by Canada. DND will provide sufficient office space, general-purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements).

Furthermore, DND will provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on DND's computers or networks for the sole purpose of executing the services associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.

All of the above provisions must, in all cases, be subject to the availability of suitable client department office facilities.

8. LANGUAGE REQUIREMENTS

All work and deliverables must be conducted in English. The resource must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

9. TRAVEL AND LIVING

The resource may be required to travel outside the NCR, to other DND worksites within Canada.

The requirement for any travel and trip report, content and format, will be identified. All travel will require prior written approval of the TA or the authorized representative.

The Contractor Resource is responsible to maintain readiness for travel in accordance with Government of Canada Travel Advisories web pages. Note that DND will not be responsible for preparedness of the Resource in this regard. (<http://travel.gc.ca/travelling/advisories>, <http://www.cic.gc.ca/english/passport/infex.asp>, <http://travel.gc.ca/travelling/documents/visas>).

DND will not accept any travel or living expenses incurred by the Contractor's resource in the performance of the work for services provided within NCR nor any travel between the Contractor's place of business and the NCR.

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

The Contractor personnel must prepare a trip report and provide it to the TA, for review and approval, no later than ten (10) working days after return from and travel.

10. TECHNICAL AUTHORITY

The Technical Authority for this requirement, responsible for all categories listed above, will be the primary point of contact for Contractor personnel and will be stated in the Contract award document.

Solicitation No. - N° de l'invitation
W6369-17JA86

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
001IPS

Client Ref. No. - N° de réf. du client
W6369-17JA86

File No. - N° du dossier
001IPS W6369-17JA86

CCC No./N° CCC - FMS No/ N° VME

APPENDIX A TO ANNEX A TASK AUTHORIZATION FORM

All invoices/progress claims must show the referenced Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - No du contrat	
		Task no. - No de la tâche	
Amendment no. - No de la modification		Increase/Decrease - Augmentation/Réduction	
Previous value - Valeur précédente			
To - À		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above referenced Contract. Only services included in the Contract can be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seules les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location - Expédiez à			
Delivery/Completion date - Date de livraison/d'achèvement From - De : To - À :		Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. No d'article du contrat	Services		Cost Prix
	Applicable Taxes Taxes applicables		
	Total		
TECHNICAL AUTHORITY : Name (type or print) _____ Title (type or print) _____ Signature _____ Date _____ THE CONTRACTOR HEREBY ACCEPTS THE TASK AUTHORIZATION IDENTIFIED ABOVE : Name (type or print) _____ Title (type or print) _____ Signature _____ Date _____			
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contracting Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the Contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat. _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux DND 626 (01-05)			

ANNEX B
BASIS OF PAYMENT
<<To be completed at Contract Award>>

Initial Contract Period:

Initial Contract Period (one year)		
Resource Category	Level of Expertise	Firm Per Diem Rate
I.10 Technical Architect	Level 2	\$
I.11 Technology Architect	Level 3	\$
I.6 Network Analyst	Level 3	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	\$

Option Periods:

Option Period No 1 (one year)		
Resource Category	Level of Expertise	Firm Per Diem Rate
I.10 Technical Architect	Level 2	\$
I.11 Technology Architect	Level 3	\$
I.6 Network Analyst	Level 3	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	\$

Option Period No 2 (one year)		
Resource Category	Level of Expertise	Firm Per Diem Rate
I.10 Technical Architect	Level 2	\$
I.11 Technology Architect	Level 3	\$
I.6 Network Analyst	Level 3	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	\$

Option Period No 3 (one year)		
Resource Category	Level of Expertise	Firm Per Diem Rate
I.10 Technical Architect	Level 2	\$
I.11 Technology Architect	Level 3	\$
I.6 Network Analyst	Level 3	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	\$

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Option Period No 4 (one year)		
Resource Category	Level of Expertise	Firm Per Diem Rate
I.10 Technical Architect	Level 2	\$
I.11 Technology Architect	Level 3	\$
I.6 Network Analyst	Level 3	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	\$

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W6399-17-JA86	
		Security Classification / Classification de sécurité Unclassified	

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction CANSOFCOM	
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 Requirement for 6 x IM/IT resources utilizing the Task Based Informatics Professional Service Supply Arrangement (TBIPS SA)			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
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?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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)		No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
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?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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	
Foreign / Étranger			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion		All NATO countries / Tous les pays de l'OTAN	
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à :		Restricted to: / Limité à :	
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		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE	
PROTECTED C / PROTÉGÉ C		NATO CONFIDENTIAL / NATO CONFIDENTIEL	
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET / NATO SECRET	
SECRET / SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET	
TOP SECRET			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)			
		PROTECTED A / PROTÉGÉ A	
		PROTECTED B / PROTÉGÉ B	
		PROTECTED C / PROTÉGÉ C	
		CONFIDENTIAL / CONFIDENTIEL	
		SECRET / SECRET	
		TOP SECRET	
		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité : SECRET
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 Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|--|--|----------------------------|---|
| RELIABILITY STATUS
COTE DE FIABILITÉ | CONFIDENTIAL
CONFIDENTIEL | ✓ SECRET
SECRET | TOP SECRET
TRÈS SECRET |
| TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | NATO CONFIDENTIAL
NATO CONFIDENTIEL | NATO SECRET
NATO SECRET | COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments: Access to Secure Informatics Networks
Commentaires spéciaux :

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

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

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

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
✓ No Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
✓ No Yes
Non Oui
- PRODUCTION**
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
✓ No Yes
Non Oui
- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
✓ No Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
✓ No Yes
Non Oui

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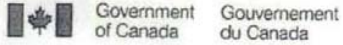
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PART C - (continued) / PARTIE C - (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biais 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 Yes
Non 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 Yes
Non 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.

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
John Bernardi, Capt.		DSR 2-3	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-998-4570	613-945-2876	John.Bernardi@forces.gc.ca	2016-12-16
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Sasa Medjovic - DSO		Senior Security Analyst	
Tel: 613-998-9286		E-mail: sasa.medjovic@forces.gc.ca	Date: 2016-Dec-16
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			No Non
			Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
DAVID POTTER		PSPC Supply Team LDR	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
813-469-4883		david.potter@pssc.gc.ca	16 Dec 16
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Anna Kuliycka		Contract Security Officer, Contract Security Division	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
Tel: 613-957-1258 / Fax: 613-957-1171			Dec. 16, 2016

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Canada

ANNEX D
NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Signature

Date

ATTACHMENT 3.1
BID SUBMISSION FORM

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]		
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Bidder's Proposed Site(s) or Premises Requiring Safeguard Measures. See Part 3 for instructions. (Note: Procurement Officers should delete if this requirement was not included in Part 6)	Address of proposed site or premise: _____ City: _____ Province: _____ Postal Code: _____ Country: _____	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If		

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it does not, the security clearance is not valid for the Bidder.]		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.		
Signature of Authorized Representative of Bidder		

ATTACHMENT 4-1

MANDATORY EVALUATION CRITERIA

- (a) Unless specified otherwise, bidders may demonstrate experience in multiple criteria during the same time.
- (b) Experience requirements within the evaluation criteria is calculated as of the original closing date of the RFP. For example, if a given requirement states to the effect "The Bidder must have experience within the last 5 years". Then the five year period is calculated as of the original closing date of the RFP.
- (c) The Bidder must have been the prime contractor rather than subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y for services, Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is the prime contractor and X is the subcontractor.
- (d) Definition: Secure Production Environment: a Government of Canada or International Government air gap network. A Designated Network – Protected A, B or C – will not count towards any Mandatory or Rated evaluation criteria unless explicitly stipulated.

1. Bidder – Mandatory Requirements (Required for each bid)

No#	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	<p>Experience:</p> <p>The Bidder must have performed two Informatics, Engineering or Project Management professional services contracts as follows:</p> <ul style="list-style-type: none">a. One of the identified Contracts must have been provided within the past five years and one identified contract must be within the last 10 years from the date of solicitation closing.b. Each Contract must have an initial minimum contract value of \$2.0 million Canadian (CDN) excluding GST/HST and not including Amendments (i.e. original Contract Award amount);c. Have an initial minimum contract period of one year. Ongoing Contracts must be active for a minimum of six months from the date of solicitation.d. To demonstrate this, the bidder should provide the following information with their bid:<ul style="list-style-type: none">(i) Description of the work provided by the Bidder demonstrating the nature and relevance of its experience;		

	<ul style="list-style-type: none"> (ii) Description of the resource team, including their roles and responsibilities throughout the contract; (iii) Start and end dates of the contract; (iv) Contract value, including GST/HST; (v) Client organization; (vi) Client Contact who can validate the information presented (name, title, phone number and email address); and, (vii) Front page of each referenced contract. 		
M2	<p>Proposed Resources. The Bidder must propose a total of one resource for each of the following categories:</p> <ol style="list-style-type: none"> 1. I.10 Technical Architect (Level 2) 2. I.11 Technology Architect (Level 3) 3. I.6 Network Analyst (Level 3) 4. I.9 System Administrator No 1 (Level 3) 5. I.9 System Administrator No 2 (Level 3) 6. I.9 System Administrator No 3 (Level 3) <p>The Bidder must provide with its bid a résumé, cross reference matrix and a signed non-disclosure for EACH of the proposed resources</p> <p>A resource must not be proposed for more than one category.</p>		

2. RESOURCES

2.1 I.10 Technical Architect – VTC (Level 2)

No#	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	<p>The proposed resources must have successfully completed a high school diploma from a recognized Canadian or International educational institution or higher form of education such as a university degree, or college diploma.</p> <p>To demonstrate this, the Bidder must provide a copy of the transcript, diploma, or university degree with their bid.</p>		.
M2	<p>The proposed resource must demonstrate a minimum of three (3) years of experience on a secure production environment. The Bidder must provide all the following details :</p> <ul style="list-style-type: none"> a) the Name of the network; b) the Classification of the network; c) a general description of the work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. <p>For ease of understanding, Canada requests this information to be included as a table and each entry should reference the specific area of their CV that pertains to the experience described.</p>		
M3	The proposed resource must have three (3) years demonstrated experience working on a secure production network in a work ticket support model.		
M4	The proposed resource must have five (5) years of demonstrated experience within the last seven (7) years in operating and/or maintaining video teleconferencing equipment.		
M5	The proposed resource must have a minimum of 12 months demonstrated experience using a software program (e.g. ASSYST) to log and manage service calls.		
M6	The proposed resource must have a minimum of two (2) years demonstrated experience managing and configuring the following: Cisco CUCM/CUIMP servers, and XMPP-based messaging services.		

2.2 I.11 Technology Architect – Positional Awareness (Level 3)

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	<p>The proposed resources must have successfully completed a high school diploma from a recognized Canadian or International educational institution or higher form of education such as a university degree, or college diploma.</p> <p>To demonstrate this, the Bidder must provide a copy of the transcript, diploma, or university degree with their bid.</p>		
M2	<p>The proposed resource must demonstrate a minimum of three (3) years of experience on a secure production environment. To demonstrate this experience, the Bidder must provide all the following details :</p> <ul style="list-style-type: none"> a) the Name of the network; b) the Classification of the network; c) a general description of the Work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. <p>For ease of understanding, Canada requests this information to be included as a table and each entry should reference the specific area of their CV that pertains to the experience described.</p>		
M3	The proposed resource must have a minimum of 24 months demonstrated experience in a secure production environment with VMWare vSphere 5.x Enterprise Plus – or higher.		
M4	The proposed resource must have a minimum of 24 months demonstrated experience with Windows Server 2008 64 Bit or 2012R2 in a secure production environment.		
M5	The proposed resource must have a minimum of 24 months demonstrated experience in a secure production environment with one of the following: firewalls, guards, content checkers or separation devices.		
M6	The proposed resource must have a minimum of 24 months demonstrated combined experience within the past five (5) years in a secure production environment to install, provide user support and configure any real time chat protocols or software.		

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M7	The proposed resource must have a minimum of 24 months demonstrated combined experience within the past five (5) years in a secure production environment with the design, installation, configuration and user support of Interactive link data diode.		
M8	The proposed resource must have a minimum of 12 months demonstrated combined experience in a development environment and production environment to install, provide user support, and configure a global intranet.		
M9	The proposed resource must have a minimum of 12 months demonstrated combined experience within the past 5 years in a secure production environment with the design, installation, configuration and user support of Google Earth in a disconnected state.		
M10	The proposed resource must have a minimum of 24 months demonstrated experience in a secure production environment with Cisco Blade Server technology.		

2.3 I.6 Network Analyst – Security (Level 3)

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	<p>The proposed resources must have successfully completed a high school diploma from a recognized Canadian or International educational institution or higher form of education such as a university degree, or college diploma.</p> <p>To demonstrate this, the Bidder must provide a copy of the transcript, diploma, or university degree with their bid.</p>		.
M2	<p>The proposed resource must demonstrate a minimum of three (3) years of experience on a secure production environment. To demonstrate this experience, the Bidder must provide all the following details :</p> <ul style="list-style-type: none"> a) the Name of the network; b) the Classification of the network; c) a general description of the Work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. <p>For ease of understanding, Canada requests this information to be included as a table and each entry should reference the specific area of their CV that pertains to the experience described.</p>		
M3	The proposed resource must have a minimum of 60 months combined demonstrated experience in a secure production environment deploying, configuring and providing user support to CISCO, Fortinet, or Cyberguard devices.		
M4	The proposed resource must have a minimum of 36 months demonstrated experience with scripting in Perl on Unix based operation systems.		
M5	The proposed resource must have a minimum of 60 months demonstrated experience in a secure production environment configuring CISCO routers and switches.		
M6	The proposed resource must have a minimum of 36 months demonstrated experience in a secure production environment with the KG-175 suite of products.		
M7	The proposed resource must have a minimum of 24 months demonstrated experience implementing IPsec.		

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M8	The proposed resource must hold at least one of each of the following certifications categories: a) Cisco: CCNP, CCIP, CCDP, CCAI, or CCIE. b) Fortinet: FCNSA or FCNSP. c) Security: CISA, CISM, or CISSP.		
M9	The proposed resource must have a minimum of 24 months demonstrated experience in a secure production environment in each of at least 2 of the following protocols and services: DMVPN, GRE, OSPF, HSRP or QoS, .		
M10	The proposed resource must have experience installing, configuring and maintaining Cisco Call Manager Express.		
M11	The proposed resource must have demonstrated experience in a secure production environment configuring and providing user support for Riverbed WAN accelerators.		

2.4 System Administrator #1 – Systems and Virtualization (Level 3)

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	<p>The proposed resources must have successfully completed a high school diploma from a recognized Canadian or International educational institution or higher form of education such as a university degree, or college diploma.</p> <p>To demonstrate this, the Bidder must provide a copy of the transcript, diploma, or university degree with their bid.</p>		.
M2	<p>The proposed resource must demonstrate a minimum of three (3) years of experience on a secure production environment To demonstrate this experience, the Bidder must provide all the following details :</p> <ul style="list-style-type: none"> a) the Name of the network; b) the Classification of the network; c) a general description of the Work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. <p>For ease of understanding, Canada requests this information to be included as a table and each entry should reference the specific area of their CV that pertains to the experience described.</p>		
M3	<p>The proposed resource must have a minimum of 60 months <u>combined</u> demonstrated experience in a secure production environment designing, configuring, and implementing VMware vSphere 4.x or higher.</p>		
M4	<p>The proposed resource must have a minimum of 48 months combined demonstrated experience in a secure production environment implementing and providing user support for Windows Server 2008/2012, including at least 12 months of demonstrated experience with 2012R2 Core servers.</p>		
M5	<p>The proposed resource must have a minimum of 36 months demonstrated experience analyzing and evaluating alternative technology solutions and integrating these technologies into a secure production environment. Each proposed resource must list the technology that was analyzed, as well as provide a brief description to the manner in which it was integrated, and the time period over which this analysis and integration took place.</p>		

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M6	The proposed resource must have a minimum of 24 months combined demonstrated experience implementing and managing Storage Area Networks.		
M7	The proposed resource must have a minimum of 12 months combined demonstrated experience evaluating, designing and configuring Virtual Desktop Infrastructure.		
M8	The proposed resource must have a minimum of 12 months demonstrated experience in a production environment with converged infrastructure VCE vBlock.		
M9	The proposed resource must have a minimum of 12 months combined demonstrated experience in a production environment designing, configuring and implementing VMware Site Recovery Manager.		
M10	The proposed resource must have a minimum of 12 months demonstrated combined experience in a production environment implementing and providing user support Java Web Proxy Server on the Solaris platform.		

2.5 System Administrator #2 – Storage and Security (Level 3)

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	<p>The proposed resources must have successfully completed a high school diploma from a recognized Canadian or International educational institution or higher form of education such as a degree, diploma, or certificate from a recognized post-secondary Canadian or International institution.</p> <p>To demonstrate this, the Bidder must provide a copy of the transcript, certificate, diploma, or university degree with their bid.</p>		
M2	<p>The proposed resource must demonstrate a minimum of three (3) years of experience on a secure production environment. To demonstrate this experience, the Bidder must provide all the following details :</p> <ul style="list-style-type: none"> a) the Name of the network; b) the Classification of the network; c) a general description of the Work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. <p>For ease of understanding, Canada requests this information to be included as a table and each entry should reference the specific area of their CV that pertains to the experience described.</p>		
M3	<p>The proposed resource must have a minimum of five (5) years combined demonstrated experience in a secure production environment providing design and user support for Hitachi SAN, EMC VNX or EMC ECS.</p>		
M4	<p>The proposed resource must have a minimum of five (5) years combined demonstrated experience with the following enterprise production environments: Microsoft Exchange 2007, 2010, or 2013. Experience must reflect all of the following: design, user support, migration strategies, monitoring, backup and recovery, and troubleshooting.</p>		

M5	The proposed resource must have a minimum of five (5) years combined demonstrated experience in a secure production environment providing design and user support for address list synchronization using SimpleSync or UnitySync v2.x software.		
M6	The proposed resource must have a minimum of five (5) years combined demonstrated experience in a secure production environment implementing, configuring and supporting backup to disk and VTL technologies using any of the following: EMC NetWorker, EMC Data Domain, EMC Avamar, NT Backup, or Microsoft snapshots.		
M7	The proposed resource must have a minimum of five (5) years combined demonstrated experience in a secure production environment providing design and user support for virtual server environments using one of the following: VMWare vSphere 4.x Enterprise - or higher.		
M8	The proposed resource must have a minimum of five (5) years combined demonstrated experience in a secure production environment providing design and user support for DFS/DFSR environments using Microsoft 2008 operating systems.		
M9	The proposed resource must have a minimum of five (5) years combined demonstrated experience in a secure production environment providing design and user support of task automation using scripting tools such as PowerShell, VBscript, and HTA.		
M10	The proposed resource must have a minimum of five (5) years combined demonstrated experience in a secure enterprise production environment providing design and user support for Titus Labs v3.x or 4.x		
M11	The proposed resource must have demonstrated experience in a secure production environment providing design and user support for email, file and data archive solutions using EMC Source One software.		

2.6 System Administrator #3– Enterprise Applications (Level 3)

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	<p>The proposed resources must have successfully completed a high school diploma from a recognized Canadian or International educational institution or higher form of education such as a university degree, or college diploma.</p> <p>To demonstrate this, the Bidder must provide a copy of the transcript, diploma, or university degree with their bid.</p>		.
M2	<p>The proposed resource must demonstrate a minimum of three (3) years of experience on a secure production environment. To demonstrate this experience, the Bidder must provide all the following details :</p> <ul style="list-style-type: none"> a) the Name of the network; b) the Classification of the network; c) a general description of the Work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. <p>For ease of understanding, Canada requests this information to be included as a table and each entry should reference the specific area of their CV that pertains to the experience described.</p>		
M3	<p>The proposed resource must have a minimum of 60 months combined demonstrated experience in a secure production environment providing user support for VMWare vSphere 4.x Enterprise – or higher - including VM deployment, template creation, VM migration, and Resource Pool Management.</p>		
M4	<p>The proposed resources must have a minimum of 12 months demonstrated experience deploying virtualized applications with ThinApp.</p>		
M5	<p>The proposed resources must have a minimum of 12 months combined demonstrated experience in a secure production environment providing administrative support on the Service Desk/Configuration management tool “AXIOS Assyst”, including Service Catalogue Design, Product Structure administrator, and mail configuration in LUA.</p>		

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M6	The proposed resources must have a minimum of 24 months combined demonstrated experience updating DARRS Qualiware configuration and repositories.		
M7	The proposed resources must have a minimum of 24 months demonstrated experience configuring policies using McAfee ePolicy Orchestrator 5.1.		
M9	The proposed resources must have a minimum of 48 months combined demonstrated experience in a secure production environment administrating databased backups of Oracle or MS SQL databases.		
M9	The proposed resources must have a minimum of 24 months combined demonstrated experience in a secure production environment using the Axios Master Data Workbook (MDW) tool to extract, manipulate, and import data to/from Axios Assyst.		

ATTACHMENT 4.2

POINT RATED EVALUATION CRITERIA

- (e) Unless specified otherwise, bidders may demonstrate experience in multiple criteria during the same time.
- (f) Experience requirements within the evaluation criteria is calculated as of the original closing date of the RFP. For example, if a given requirement states to the effect "The Bidder must have experience within the last 5 years". Then the five year period is calculated as of the original closing date of the RFP.
- (g) The Bidder must have been the prime contractor rather than subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y for services, Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is the prime contractor and X is the subcontractor.
- (h) Definition: Secure Production Environment: a Government of Canada or International Government air gap network. A Designated Network – Protected A, B or C – will not count towards any Mandatory or Rated evaluation criteria unless explicitly stipulated.

2.1 I.10 Technical Architect – VTC (Level 2)

	EVALUATION SCORING	POINT RATING	CROSS REFERENCE TO RESUME
R1	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment as defined above.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> f) the name and description of client organization and name of the network; g) the Classification of the network; h) a general description of the work that was performed on that network; i) the start date (month and year) and the end date (month and year) that resource worked on that network, and j) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience beyond 3 completed years</p> <p>MAXIMUM 10 POINTS</p>	

R2	<p>Within the past five (5) years, the proposed resource should have demonstrated experience providing IT user support to remote users in a secure production environment</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the work that was performed on that network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year to be awarded for each candidate's experience up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R3	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience working in a team (3 members or more including resource) environment. The proposed resource must list the project within a secure production environment in which they worked; the number of personnel on that team, and the role that the proposed resource held.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the work that was performed on that network;c) the composition of the team;d) the start date (month and year) and the end date (month and year) that resource worked on that network, and a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>1 point per completed year to be awarded for each candidate's experience up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R4	<p>The Bidder should clearly demonstrate that its proposed resource has Technical Writing and Project Management Training.</p> <p>The Bidder must demonstrate this by providing a copy of all referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 points maximum formal course completed in Technical Writing</p> <p>5 points maximum formal course completed in Project Management.</p> <p>MAXIMUM 10 POINTS</p>	
R5	<p>The Bidder should clearly demonstrate that its proposed resource has experience in supply chain management (procurement, configuration management or inventory management). The proposed resource must list the organization for which they were rendering the services.</p>	<p>1 point for every completed year of demonstrated experience. Full points awarded at 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R6	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience providing user support to a DND or Government of Canada secure production environment.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or project; b) a general description of the applicant's role and of the user support provided; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points to be awarded for each completed year of experience beyond 3 completed years. Full points for 8 completed years or greater.</p> <p>MAXIMUM 10 POINTS</p>	

R7	<p>The Bidder should clearly demonstrate that its proposed resource has successfully completed formal training in Information Technology from a recognized post-secondary institution.</p> <p>The Bidder must demonstrate this by providing a copy of any referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 Points: Demonstrated Master Degree in Computer Sciences, Engineering or related field; or</p> <p>4 Points: Demonstrated Bachelor Degree in Computer Sciences, Engineering or related field; or</p> <p>3 Points: Demonstrated College Diploma in Computer Sciences, Engineering or related field.</p> <p>**Bidders can only achieve points in one of the elements above.</p> <hr/> <p>MAXIMUM 5 POINTS</p>	.
R8	<p>The Bidder should clearly demonstrate that its proposed resource has successfully completed formal training in Information Technology.</p> <p>The Bidder must demonstrate this by providing a copy of any referenced transcripts and/or certificates. (Other than those required for R7)</p>	<p>2 Points per IT certification or course</p> <p>MAXIMUM 16 POINTS</p>	

R9	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience within the Government of Canada drafting Statements of Capability Deficiency (SOCDs), Statement of Requirements (SORs), and Project Implementation Plans for each IT related project.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the applicant's role within the project and the work completed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 point per project, to a maximum of 20 points.</p> <p>MAXIMUM 20 POINTS</p>	
	MAXIMUM POINTS AVAILABLE	101	
	MINIMUM SCORE REQUIRED	50	

2.2 I.11 Technology Architect – Positional Awareness (Level 3)

	EVALUATION SCORING	POINT RATING	CROSS REFERENCE TO RESUME
R1	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or project; b) a general description of the work that was performed on that network; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience beyond 3 completed years</p> <p>MAXIMUM 10 POINTS</p>	
R2	<p>Within the past five (5) years, the proposed resource should have demonstrated experience providing IT user support to a Canadian Forces deployed operation (an operation conducted outside of Canada).</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or operation; b) a general description of the resource's role and the support provided; c) the Classification of the network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points per completed year to be awarded for each candidate's experience up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R3	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience working in a team (3 members or more including resource) environment. The proposed resource must list the project/secure production environment in which they worked, the number of personnel on that team, and the role that the proposed resource held.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or project; b) a general description of the work that was performed on that network; c) the composition of the team; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R4	<p>The Bidder should clearly demonstrate that its proposed resource has Technical Writing and Project Management Training.</p> <p>The Bidder must demonstrate this by providing a copy of all referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 points maximum formal course completed in Technical Writing</p> <p>5 points maximum formal course completed in Project Management.</p> <p>MAXIMUM 10 POINTS</p>	
R5	<p>The Bidder should clearly demonstrate that its proposed resource has experience in supply chain management (procurement, configuration management or inventory management). The proposed resource must list the organization for whom they were rendering the services.</p>	<p>1 point for every completed year of demonstrated experience. Full points awarded at 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R6	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience with change management while managing a portfolio of technical projects (which may include being a subject matter expert on a system or systems).</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the work that was performed on the project;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>4 points per project up to a maximum of 5 projects.</p> <p>MAXIMUM 20 POINTS</p>	
R7	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment installing and providing user support for Microsoft Windows Server 2008.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the work that was performed on that network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year up to a maximum of 5 years.</p> <p>MAXIMUM 10 POINTS</p>	

R8	<p>The Bidder should clearly demonstrate that its proposed resource has successfully completed formal training in Information Technology from a recognized post-secondary institution.</p> <p>The Bidder must demonstrate this by providing a copy of any referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 Points: Demonstrated Master Degree in Computer Sciences, Engineering or related field; or</p> <p>4 Points: Demonstrated Bachelor Degree in Computer Sciences, Engineering or related field; or</p> <p>3 Points: Demonstrated College Diploma in Computer Sciences, Engineering or related field.</p> <p>**Bidders can only achieve points in one of the elements above.</p> <p>MAXIMUM 5 POINTS</p>	
R9	<p>The Bidder should clearly demonstrate that its proposed resource has successfully completed formal training in Information Technology.</p> <p>The Bidder must demonstrate this by providing a copy of any referenced transcripts and/or certificates. (Other than those required for R8)</p>	<p>2 Points per IT certification or course</p> <p>MAXIMUM 16 POINTS</p>	
R10	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience providing user support to a Canadian Forces or DND operational network.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization; b) a general description of the resource's role and the operational network; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points per completed year up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
MAXIMUM POINTS AVAILABLE		111	
MINIMUM POINTS REQUIRED		55	

2.3 I.6 Network Analyst – Security (Level 3)

	EVALUATION SCORING	POINT RATING	CROSS REFERENCE TO RESUME
R1	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and name of the network; b) the Classification of the network; c) a general description of the work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience beyond 3 completed years</p> <p>MAXIMUM 10 POINTS</p>	
R2	<p>Within the past five (5) years, the proposed resource should have demonstrated experience providing IT user support to a Canadian Forces deployed operation (an operation conducted outside of Canada).</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and name of the operation; b) a general description of the resource's role and the type of support provided; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points per completed year to be awarded for each candidate's experience up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R3	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience working in a team (3 members or more including resource) environment. The proposed resource must list the project/production environment in which they worked, the number of personnel on that team, and the role that the proposed resource held.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or project; b) a general description of the work that was performed on that network; c) the composition of the team; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R4	<p>The Bidder should clearly demonstrate that its proposed resource has Technical Writing and Project Management Training.</p> <p>The Bidder must demonstrate this by providing a copy of all referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 points maximum formal course completed in Technical Writing</p> <p>5 points maximum formal course completed in Project Management.</p> <p>MAXIMUM 10 POINTS</p>	
R5	<p>The Bidder should clearly demonstrate that its proposed resource has experience in supply chain management (procurement, configuration management or inventory management). The proposed resource must list the organization for which they were rendering the services.</p>	<p>1 point for every completed year of demonstrated experience. Full points awarded at 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R6	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment deploying, configuring and supporting any of the following devices: CISCO, Fortinet, Cyberguard devices.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and name of the network;b) a general description of the work that was performed on that network with the devices;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year of experience beyond 5 completed years, up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R7	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment configuring CISCO routers and switches.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and name of the network;b) a general description of the work that was performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year beyond 5 years, up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R8	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a production environment providing user support for KG-175 suite of products.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and name of the network;b) a general description of the work that was performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year beyond 3 completed years up to a maximum of 8 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R9	<p>The proposed resource should have demonstrated experience in a secure production environment with protocols DMVPN, GRE, OSPF, HSRP or QoS.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and name of the network;b) a general description of the experience with the protocols on that network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year beyond 2 completed years for each protocol.</p> <p>MAXIMUM 10 POINTS</p>	

R10	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience providing user support to a Canadian Forces or DND operational network.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization; b) a general description of the resource's role and the operational network; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points per completed year up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R11	<p>The Bidder should clearly demonstrate that its proposed resource has taken a COMSEC or equivalent course.</p> <p>The Bidder must demonstrate this by providing a copy of all referenced transcripts or certificates with their bid.</p>	<p>4 Points: Has completed the COMSEC in the Government of Canada course conducted by Communication Security Establishment (CSE).</p> <p>2 Points: equivalent Crypto related course</p> <p>MAXIMUM 4 POINTS</p>	
	MAXIMUM POINTS AVAILABLE	104	
	MINIMUM POINTS REQUIRED	52	

2.4 System Administrator #1– Systems and Virtualization (Level 3)

	EVALUATION SCORING	POINT RATING	CROSS REFERENCE TO RESUME
R1	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and name of the network; b) the Classification of the network; c) a general description of the work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience beyond 3 completed years</p> <p>MAXIMUM 10 POINTS</p>	
R2	<p>Within the past five (5) years, the proposed resource should have demonstrated experience providing IT user support to a Canadian Forces deployed operation (an operation conducted outside of Canada).</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and name of the operation; b) a general description of the resource's role and the type of support provided; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points per completed year to be awarded for each candidate's experience up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R3	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience working in a team (3 members or more including resource) environment. The proposed resource must list the project/production environment in which they worked, the number of personnel on that team, and the role that the proposed resource held.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or project; b) a general description of the work that was performed on that network; c) the composition of the team; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R4	<p>The Bidder should clearly demonstrate that its proposed resource has Technical Writing and Project Management Training.</p> <p>The Bidder must demonstrate this by providing a copy of all referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 points maximum formal course completed in Technical Writing</p> <p>5 points maximum formal course completed in Project Management.</p> <p>MAXIMUM 10 POINTS</p>	
R5	<p>The Bidder should clearly demonstrate that its proposed resource has experience in supply chain management (procurement, configuration management or inventory management). The proposed resource must list the organization for whom they were rendering the services for.</p>	<p>1 point for every completed year of demonstrated experience. Full points awarded at 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R6	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment implementing and providing user support for one of the following Windows Server 2008/2012/2012R2 environments.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the work that was performed on that network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year of experience beyond 4 completed years,</p> <p>MAXIMUM 10 POINTS</p>	
R7	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment creating, testing, and supporting ThinApps.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the work that was performed on that network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year, up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R8	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment configuring, integrating and implementing Cisco Blade Server.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the work that was performed on that network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R9	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience providing user support to a Canadian Forces or DND operational network.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the resource's role and the operational network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R10	<p>The Bidder should clearly demonstrate that its proposed resource has successfully completed formal training in Information Technology from a recognized post-secondary institution.</p> <p>The Bidder must demonstrate this by providing a copy of any referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 Points: Demonstrated Master Degree in Computer Sciences, Engineering or related field; or</p> <p>4 Points: Demonstrated Bachelor Degree in Computer Sciences, Engineering or related field; or</p> <p>3 Points: Demonstrated College Diploma in Computer Sciences, Engineering or related field.</p> <p>**Bidders can only achieve points in one of the elements above.</p> <p>MAXIMUM 5 POINTS</p>	
R11	<p>The Bidder should clearly demonstrate that its proposed resource has successfully completed formal training in Information Technology.</p> <p>The Bidder must demonstrate this by providing a copy of any referenced transcripts and/or certificates. (Other than those required for R10)</p>	<p>2 Points per IT certification or course</p> <p>MAXIMUM 16 POINTS</p>	
	MAXIMUM POINTS AVAILABLE	111	
	MINIMUM POINTS REQUIRED	55	

2.5 I.9 System Administrator #2 – Storage and Security (Level 3)

	EVALUATION SCORING	POINT RATING	CROSS REFERENCE TO RESUME
R1	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and name of the network;b) the Classification of the network;c) a general description of the work that was performed on that network;d) the start date (month and year) and the end date (month and year) that resource worked on that network, ande) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>1 point per completed year to be awarded for each candidate's experience beyond 3 completed years</p> <p>MAXIMUM 10 POINTS</p>	
R2	<p>Within the past five (5) years, the proposed resource should have demonstrated experience providing IT user support to a Canadian Forces deployed operation (an operation conducted outside of Canada).</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or operation;b) a general description of the resource's role and the support provided;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year to be awarded for each candidate's experience up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R3	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience working in a team (3 members or more including resource) environment. The proposed resource must list the project/production environment in which they worked, the number of personnel on that team, and the role that the proposed resource held.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or project; b) a general description of the work that was performed on that network; c) the composition of the team; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R4	<p>The Bidder should clearly demonstrate that its proposed resource has Technical Writing and Project Management Training.</p> <p>The Bidder must demonstrate this by providing a copy of all referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 points maximum formal course completed in Technical Writing</p> <p>5 points maximum formal course completed in Project Management.</p> <p>MAXIMUM 10 POINTS</p>	
R5	<p>The Bidder should clearly demonstrate that its proposed resource has experience in supply chain management (procurement, configuration management or inventory management). The proposed resource must list the organization for which they were rendering the services.</p>	<p>1 point for every completed year of demonstrated experience. Full points awarded at 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R6	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment providing the services as detailed below for any of the following Microsoft Exchange environments: 2007, 2010, or 2013. Experience must reflect all of the following: design, user support, migration strategies, monitoring, backup and recovery, and troubleshooting.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the resource's role and the services provided;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year of experience beyond 5 completed years, up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R7	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment providing design and user support for email classification using Titus Labs Message Classification software.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the resource's role and the work performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>1 point to be awarded for each completed year of experience.</p> <p>MAXIMUM 10 POINTS</p>	

R8	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience providing user support to a Canadian Forces or DND operational network.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the resource's role and the operational network;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R9	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment providing design and user support for address list synchronization using SimpleSync or UnitySync software.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the resource's role and the work that was performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year of experience beyond 5 completed years, up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R10	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment implementing, configuring and supporting backup to disk and VTL technologies using any of the following: EMC NetWorker, EMC Data Domain, EMC Avamar, NT Backup, or Microsoft snapshots.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the resource's role and the work that was performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year of experience beyond 5 completed years, up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
	MAXIMUM POINTS AVAILABLE	100	
	MINIMUM POINTS REQUIRED	50	

2.6 I.9 System Administrator #3 – Enterprise Applications (Level 3)

	EVALUATION SCORING	POINT RATING	CROSS REFERENCE TO RESUME
R1	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment as defined above.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and name of the network; b) the Classification of the network; c) a general description of the work that was performed on that network; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience beyond 3 completed years</p> <p>MAXIMUM 10 POINTS</p>	
R2	<p>Within the past five (5) years, the proposed resource should have demonstrated experience providing IT user support to a Canadian Forces deployed operation (an operation conducted outside of Canada).</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or operation; b) a general description of the resource's role and the support provided; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points per completed year to be awarded for each candidate's experience up to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R3	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience working in a team (3 members or more including resource) environment. The proposed resource must list the project/production environment in which they worked, the number of personnel on that team, and the role that the proposed resource held.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none"> a) the name and description of client organization and/or project; b) a general description of the work that was performed on that network; c) the composition of the team; d) the start date (month and year) and the end date (month and year) that resource worked on that network, and e) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>1 point per completed year to be awarded for each candidate's experience up to a maximum of 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R4	<p>The Bidder should clearly demonstrate that its proposed resource has Technical Writing and Project Management Training.</p> <p>The Bidder must demonstrate this by providing a copy of all referenced transcripts, certificates, diplomas, or university degrees with their bid.</p>	<p>5 points maximum formal course completed in Technical Writing</p> <p>5 points maximum formal course completed in Project Management.</p> <p>MAXIMUM 10 POINTS</p>	
R5	<p>The Bidder should clearly demonstrate that its proposed resource has experience in supply chain management (procurement, configuration management or inventory management). The proposed resource must list the organization for which they were rendering the services.</p>	<p>1 point for every completed year of demonstrated experience. Full points awarded at 10 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R6	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience providing user support to virtualized applications with ThinApp.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the resource's role and the work performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year of experience beyond 1 completed year up to a maximum of 6 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R7	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience in a secure production environment providing Administrative support on the service desk configuration management tool "AXIOS Assyst".</p> <p>Experience must include Service Catalogue Design, Product Structure administration, and mail configuration in LUA.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization and/or project;b) a general description of the resource's role and the work performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points to be awarded for each completed year of experience beyond 1 completed year up to a maximum of 6 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R8	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience in a secure production environment administering DNS and DHCP, as well as Active Directory Users and Computers in a windows server domain environment.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the resource's role and the work performed;c) the start date (month and year) and the end date (month and year) that resource worked on that network, andd) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R9	<p>The Bidder should clearly demonstrate that its proposed resource has previous combined experience building and providing user support to disconnected Google Earth Enterprise 3D and 2D imagery servers.</p> <p>This must be demonstrated by providing complete details of the experience, including:</p> <ul style="list-style-type: none">a) the name and description of client organization;b) a general description of the resource's role and the work performed;a) the start date (month and year) and the end date (month and year) that resource worked on that network, andb) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network.	<p>2 points per completed year to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	

R10	<p>The Bidder should clearly demonstrate that its proposed resource has previous experience providing user support to a Canadian Forces or DND operational network.</p> <ul style="list-style-type: none"> a) This must be demonstrated by providing complete details of the experience, including: the name and description of client organization; b) a general description of the resource's role and the operational network; c) the start date (month and year) and the end date (month and year) that resource worked on that network, and d) a contact name, phone number and email address that can confirm that the proposed resource worked on that specific network. 	<p>2 points per completed year to a maximum of 5 completed years.</p> <p>MAXIMUM 10 POINTS</p>	
R11	<p>The proposed resources must have demonstrated experience in a secure production environment providing user support to the following DND applications: MIMS, FMS, AIMS, MonitorMASS, DRMIS, or CBRN SI&DS.</p> <p>Definitions: MIMS – Material Inventory Management System FMS – Fleet Management System AIMS – Ammunition Information and Maintenance System MonitorMASS – Military Command Software / Personnel DRMIS – Defence Resource Management Information System CBRN SI& DS – CBRN Sensor Integration & Decision Support.</p>	<p>1 point per completed year experience to a maximum of 5 points per application.</p> <p>MAXIMUM 20 POINTS</p>	
	MAXIMUM POINTS AVAILABLE	120	
	MINIMUM POINTS REQUIRED	60	

ATTACHMENT 4.3**PRICING SCHEDULE**

In respect of the "Estimated Number of Days" listed below in (C*) the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

Initial Contract Period:

Initial Contract Period (one year)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable) whichever is higher	Total Cost (C x D)
I.10 Technical Architect	Level 2	250	\$	\$
I.11 Technology Architect	Level 3	250	\$	\$
I.6 Network Analyst	Level 3	250	\$	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	250	\$	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	250	\$	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	250	\$	\$
Total Price Initial Contract Period				\$ <TBD>

Option Periods:

Option Period No 1 (one year)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable) whichever is higher	Total Cost (C x D)
I.10 Technical Architect	Level 2	250	\$	\$
I.11 Technology Architect	Level 3	250	\$	\$
I.6 Network Analyst	Level 3	250	\$	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	250	\$	\$

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I.9 System Administrator No 2 (Storage and Security)	Level 3	250	\$	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	250	\$	\$
Total Price Initial Contract Period				\$ <TBD>

Option Period No 2 (one year)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable) whichever is higher	Total Cost (C x D)
I.10 Technical Architect	Level 2	250	\$	\$
I.11 Technology Architect	Level 3	250	\$	\$
I.6 Network Analyst	Level 3	250	\$	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	250	\$	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	250	\$	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	250	\$	\$
Total Price Initial Contract Period				\$ <TBD>

Option Period No 3 (one year)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable) whichever is higher	Total Cost (C x D)
I.10 Technical Architect	Level 2	250	\$	\$
I.11 Technology Architect	Level 3	250	\$	\$
I.6 Network Analyst	Level 3	250	\$	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	250	\$	\$

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I.9 System Administrator No 2 (Storage and Security)	Level 3	250	\$	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	250	\$	\$
Total Price Initial Contract Period				\$ <TBD>

Option Period No 4 (one year)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable) whichever is higher	Total Cost (C x D)
I.10 Technical Architect	Level 2	250	\$	\$
I.11 Technology Architect	Level 3	250	\$	\$
I.6 Network Analyst	Level 3	250	\$	\$
I.9 System Administrator No 1 (Systems and Virtualization)	Level 3	250	\$	\$
I.9 System Administrator No 2 (Storage and Security)	Level 3	250	\$	\$
I.9 System Administrator No 3 (Enterprise Applications)	Level 3	250	\$	\$
Total Price Initial Contract Period				\$ <TBD>

ATTACHMENT 5.1

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

Complete both A and B.

A.

B. 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.

C. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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