

This bid solicitation cancels and supersedes previous bid solicitation number W7719-175346/A dated February 20, 2017, with a closing of March 20, 2017 at 02:00 PM.

NOTE:

On **February 1, 2017**, Public Services and Procurement Canada (PSPC) will launch the new mandatory electronic fingerprint requirement. Learn how this will change the personnel security screening process for those required to work on Government of Canada contracts: <http://www.tpsgc-pwgsc.gc.ca/esc-src/nouvelles-news/12-14-2016-eng.html>.

REQUEST FOR PROPOSAL (RFP)
AGAINST A SUPPLY ARRANGEMENT FOR
TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

FOR

3 – Programmer / Software Developer – Level 2

6 – Programmer / Software Developer – Level 1

2 – Web Designer – Level 1

1 - Technical Writer – Level 2

2- Technical Writer – Level 1

1 - Database Administrator – Level 1

1 - System Administrator – Level 1

REQUIRED BY

DEFENCE RESEARCH AND DEVELOPMENT CANADA (DRDC),
DEPARTMENT OF NATIONAL DEFENCE (DND)

This Model Bid Solicitation contains samples of the terms that will form the basis for any future requests for proposals (RFPs) under the Task-Based Informatics and Professional Services (TBIPS) Supply Arrangement (SA) method of supply.

To the extent possible, these Articles are written as they will appear in any future TBIPS RFP(s). However, individual RFPs and the Resulting Contract Clauses may be modified to suit individual Client requirements. For example, the nature of the requirement, the term of the resulting Contract, the evaluation methodology and the basis of payment clauses may all be tailored to individual Client requirements.

The Articles in the Resulting Contract Clauses are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this Annex, is a Mandatory requirement of this RFSA.

Suppliers submitting an Offer containing statements implying that their Offer is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

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PART 1 GENERAL INFORMATION

1.1 INTRODUCTION

This document states terms and conditions that apply to bid solicitation #W7719-175346/B. It is divided into seven parts plus annexes and attachments 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, the Basis of Payment, the Bid Evaluation Criteria, the Bid Submission Form, and any other annexes.

1.2 SUMMARY

- a. This bid solicitation is being issued to satisfy the requirement of Defence Research and Development Canada for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- b. It is intended to result in the award of up to two contracts for four (4) years.
- c. There is a security requirement associated with this requirement. For additional information, see Part 6 – Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. Bidders should consult the "[Security Requirements on PWGSC Bid Solicitations – Instructions for Bidders](http://ssi-iss.tpsgc-pwgsc.gc.ca)" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.
- d. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), if it is in force.
- e. This procurement is subject to the Controlled Goods Program
- f. The TBIPS Supply Arrangement 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.

The requirement is open only to those Supply Arrangement Holders currently holding a TBIPS SA for Tier 2 in the **Toronto Region** under the EN578-170432 series of SAs for the following categories:

- A.6 Programmer/Software Developer, Level 1 and Level 2;
 A.13 Web Designer, Level 1;
 B.14 Technical Writer, Level 1 and Level 2;
 I.2 Database Administrator, Level 1; and
 I.9 System Administrator, Level 1.
- g. SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- h. The Resource Categories described below are required on an as and when requested basis in accordance with Annex "A" of the TBIPS RFSA:

Workstream A: (Applications Services and Business Services)

Resource Category	Level of Expertise	Estimated Number of Resources Required on an as and when requested basis	Total Number of Resources being evaluated at bid closing
Programmer / Software Developer	Level 2	3	1
Programmer / Software Developer	Level 1	6	3
Web Designer	Level 1	2	1
Technical Writer	Level 2	1	1
Technical Writer	Level 1	2	2

Workstream B: (IM/IT Services)

Resource Category	Level of Expertise	Estimated Number of Resources Required on an as and when requested basis	Total Number of Resources being evaluated at bid closing
Database Administrator	Level 1	1	1
System Administrator	Level 1	1	1

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 of 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](#) issued by Public Works and Government Services Canada (PWGSC).
- 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 (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation, with the following modifications: with Subsection 5.4 amended by deleting “sixty (60) days” and inserting “180 days”. If there is a conflict between the provisions of 2003 and this document, this document prevails.

2.2 SUBMISSION OF BIDS

- a. Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- b. Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

2.3 FORMER PUBLIC SERVANT

a. Information Required

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 with FPS, bidders must provide the information required below before contract award.

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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 FPS in receipt of a pension, as applicable:

name of former public servant;

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 web sites 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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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.

2.4 ENQUIRIES - BID SOLICITATION

a. All enquiries must be submitted in writing to the Contracting Authority no later than five (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.

2.5 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: A bidder may, at its 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.

2.6 BASIS FOR CANADA'S OWNERSHIP OF THE INTELLECTUAL PROPERTY (IP)

Canada has determined that any Material subject to copyright arising from the performance of the Work under the Contract will vest in Canada, as per sub-section 6.5 of the [Treasury Board Policy 'Title to Intellectual Property Arising Under Crown Procurement'](#). Examples of such Material (as such is defined in General Conditions 2035) include the deliverables identified in Annex A – Statement of Work.

PART 3 BID PREPARATION INSTRUCTIONS

3.1 BID PREPARATION INSTRUCTIONS

a. **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid (4 hard copies)
- ii. Section II: Financial Bid (1 hard copy)
- iii. Section III: Certifications not included in the Technical Bid (1 hard copy)

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

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

- i. use 8.5 x 11 inch (216mm x 279mm) 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:** The 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 \(http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders are encouraged to:

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

d. **Submission of Only One Bid from a Bidding Group:**

- i. The submission of more than one bid from members of the same bidding group is not permitted in response to this bid solicitation. If members of a bidding group participate in more than one bid, Canada will set aside all bids received from members of that bidding group.
- ii. For the purposes of this article, "**bidding group**" means all entities (whether those entities include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law, entities are considered "**related**" for the purposes of this bid solicitation 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.

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 submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

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

That show in total 100 billable days.

- 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. Bidders can submit a bid for Workstream A or Workstream B or both. Each Workstream will be evaluated separately.

- b. 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, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, 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: _____

If the Bidder has not included the security information in its bid, the Contracting Authority will provide the Bidder with an opportunity 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, 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 product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1, 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 résumés for the resources identified in Attachment 4.1. 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
- B. For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
- 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 be an accredited or otherwise recognized body, institution or entity.

- D. For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal cooperative programme at a post-secondary institution.
- E. For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the 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.
- F. 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. The Bidder must provide customer references who must each confirm, if requested by Canada, the facts identified in the Bidder's bid, as required by Attachment 4.1 – Bid Evaluation Criteria.
- B. The form of question to be used to request confirmation from customer references is as follows:
"Has [the Bidder] provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"
- ___ Yes, the Bidder has provided my organization with the services described above.
- ___ No, the Bidder has not provided my organization with the services described above.
- ___ I am unwilling or unable to provide any information about the services described above.
- C. For each customer reference, the Bidder must, at a minimum, provide the name, the telephone number and e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

3.3 SECTION II: FINANCIAL BID

- a. **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. 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 in Canadian dollars in each cell requiring an entry in the pricing tables.
- b. **Variation in Resource Rates By Time Period:** For any given Resource Category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- i. the rate bid must not increase by more than 3% 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

Bidders must submit the certifications required under Part 5 that have not been included in the Technical Bid.

**ATTACHMENT 3.1
BIDDER FORMS**

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 it does not, the security clearance is not valid for the Bidder.]		
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: <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; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 		
Signature of Authorized Representative of Bidder		

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

- a. Bids will be evaluated 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 Canada 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 separate technical evaluation will be conducted for each Workstream.

- a. **Mandatory Technical Criteria:**

Each proposed resource will be reviewed to determine whether they meet 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 considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 4.1 - Bid Evaluation Criteria.
- b. **Point-Rated Technical Criteria:**

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. The rated requirements are described in Attachment 4.1 - Bid Evaluation Criteria.
- c. **Number of Resources Evaluated:**

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachment 4.1. Additional resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the

Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses, the Article titled "Task Authorization". When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix 3 to Annex A.

d. **Reference Checks:**

- i. If a reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders within a 48-hour period using the e-mail address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's e-mail was sent.
- ii. 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 e-mail, 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 e-mail 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 Bidder will have 24 hours to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- iii. 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.
- iv. 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.
- v. Whether or not to conduct reference checks is discretionary. However, if Canada chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders to be recommended for contract award.

4.3 FINANCIAL EVALUATION

A separate financial evaluation will be conducted for each Workstream.

a. **Mandatory Financial Criteria**

- i. Bidders must submit their financial bid, in Canadian dollars, in accordance with the Basis of Payment in Annex B.
- ii. Bids will be evaluated based on the prices proposed in Annex B.
- iii. The Total Financial Price will be determined for each Bidder by multiplying its firm per diem rates for the Contract Period with the estimated number of days, for all the Resource Categories stated in Annex B – Basis of Payment. The sum of such rates will constitute the Total Financial Price for that Bidder.
- iv. Bidders may submit pricing for single or multiple workstreams. The 2 workstreams are:
Workstream A: (Application Services and Business Services)
Workstream B: (IM/IT Services)

- v. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.

4.4 BASIS OF SELECTION

A separate basis of selection will be conducted for each Workstream.

a. **Basis of Selection – Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- (i) Comply with all the requirements of the bid solicitation;
- (ii) Meet all mandatory criteria; and
- (iii) Obtain the required minimum pass mark of 60% for each proposed resource with an overall minimum pass mark for the technical evaluation which are subject to point rating.

b. The rating is performed on a scale of points.

c. Bids not meeting (i) and (ii) and (iii) will be declared non-responsive.

d. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

e. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows:

Bidder's Total Technical Points X 60%

Overall Maximum Technical Points

f. To establish the pricing score, each responsive bid will be prorated against the lowest total financial price and the ratio of 40%.

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

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available point's equal 135 and the lowest evaluated price is \$45,000 (45).

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
	Calculations		
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

- i. If more than one Bidder is ranked first because of identical overall scores, then the Bidder with the lowest financial price will become the top-ranked Bidder.

- j. The maximum number of two (2) contracts may be awarded in total as a result to this bid solicitation.

ATTACHMENT 4.1 BID EVALUATION CRITERIA

Technical proposals will be evaluated in accordance with the following evaluation criteria (Mandatory Requirements).

Instructions:

1. For each resource proposed, an up-to-date resume must be included.
2. The proposed resource(s) must meet the Mandatory Resource Evaluation Criteria in order to be considered compliant.
3. All criteria under Mandatory Resource Evaluation Criteria will be evaluated on a pass/fail basis.
4. Each Mandatory Criteria will be measured by details provided in the proposed resources résumés and the Bidder's bid.
5. The Bidder must, for each Workstream they are bidding on, propose the total number of resources for each Resource Category identified in the tables provided under that Workstream.

1. MANDATORY RESOURCE EVALUATION CRITERIA:

1.1 WORKSTREAM A: (Applications Services and Business Services)

Resource Category	Level of Expertise	Total Number of Resource(s) being evaluated at bid closing	Level of Personnel Clearance (e.g. Reliability, Secret)
Programmer / Software Developer	Level 2	1	Secret
Programmer / Software Developer	Level 1	1	Secret
Programmer / Software Developer	Level 1	2	Enhanced Reliability
Web Designer	Level 1	1	Enhanced Reliability
Technical Writer	Level 2	1	Enhanced Reliability
Technical Writer	Level 1	1	Secret
Technical Writer	Level 1	1	Enhanced Reliability

1.1.1 PROGRAMMER / SOFTWARE DEVELOPER – Level 2

The Bidder must demonstrate that the proposed Programmer/Software Developer – Level 2 has the following minimum experience (total of one resource):

#	Mandatory Criteria	Bidder's Response
		Bidder to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that the 1 proposed resource has a minimum of five (5) years' experience, within the last 10 years from the bid closing, performing the following:</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing a statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical and logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; and 4. Developing and executing test plans. 	

1.1.2 PROGRAMMER / SOFTWARE DEVELOPER – Level 1

The Bidder must demonstrate that each of the proposed Programmer/Software Developer – Level 1 have the following minimum experience (total of 3 resources):

#	Mandatory Criteria	Bidder's Response
		Bidder to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that each of the 3 proposed resources have a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical or logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; and 4. Developing and executing test plans. 	

1.1.3 WEB DESIGNER – Level 1

The Bidder must demonstrate that the proposed Web Designer – Level 1 has the following minimum experience (total of 1 resource):

#	Mandatory Criteria	Bidder's Response
		Bidder to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that the 1 proposed resource has a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Analyzing requirements for web-based projects and preparing statement of requirements to include solution options and recommendations; 2. Defining web architecture; 3. Creating web designs; 4. Writing code to build web applications; and 5. Developing and executing test plans. 	

1.1.4 TECHNICAL WRITER – Level 2

The Bidder must demonstrate that the proposed Technical Writer – Level 2 has the following minimum experience (total of 1 resource):

#	Mandatory Criteria	Bidder's Response
		Bidder to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that the 1 proposed resource has a minimum of five (5) years' experience, within the last 10 years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphic elements of the proposed documentation item or package; and 3. Producing the documentation item or package and test it for accuracy. 	

1.1.5 TECHNICAL WRITER – Level 1

The Bidder must demonstrate that each proposed Technical Writer – Level 1 have the following minimum experience (total of 2 resources):

#	Mandatory Criteria	Bidder's Response
		Bidder to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that each of the 2 proposed resources have a minimum of one (1) year experience, within the last five (5) years from bid closing, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphics elements of the proposed documentation item or package; and 3. Producing the documentation item or package and test it for accuracy. 	

1.2 WORKSTREAM B: (IM/IT SERVICES)

Resource Category	Level of Expertise	Total Number of Resource(s) being evaluated at bid closing	Level of Personnel Clearance (e.g. Reliability, Secret)
Database Administrator	Level 1	1	Enhanced Reliability
System Administrator	Level 1	1	Enhanced Reliability

1.2.1 DATABASE ADMINISTRATOR – Level 1

The Bidder must demonstrate that the proposed Database Administrator – Level 1 has the following minimum experience (total of 1 resource):

#	Mandatory Criteria	Bidder's Response
		Bidder to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that the 1 proposed resource has a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Installing, operating and supporting at least 1 database management system such as, but not limited to, MS SQL, Oracle or MySQL; and 2. Creating new databases and maintaining existing ones such as, but not limited to, changing table, record, and field elements. 	

1.2.2 SYSTEM ADMINISTRATOR – Level 1

The Bidder must demonstrate that the proposed System Administrator – Level 1 has the following minimum experience (total of 1 resource):

#	Mandatory Criteria	Bidder's Response
		Bidder to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that the 1 proposed resource has a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Installing, operating and maintaining computer hardware, operating systems, software and media (e.g. external backup drive); and 2. Developing and maintaining systems administration procedures manual (experience could include system backup and recovery procedures). 	

2. Point-Rated Resource Technical Criteria

The criteria contained herein will be used to evaluate each proposal that has met all of the mandatory criteria.

Each proposed resource must achieve (or exceed) the stated minimum points (60%) required for the point rated technical criteria section in order for the Bidder to be further considered for award of a contract. Rated Criteria not addressed in the proposed resource's resume will be given a score of zero (0); proposals not meeting the minimum points required will be deemed nonresponsive and partial points will not be given.

2.1 WORKSTREAM A: (Applications Services and Business Services)**2.1.1 PROGRAMMER / SOFTWARE DEVELOPER – Level 2**

The Bidder should demonstrate that the proposed Programmer/Software Developer – Level 2 has the following experience (total of 1 resource):

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Bidder should demonstrate that the 1 proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.1.</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing a statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical and logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; or 4. Developing and executing test plans. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.1, up to a maximum of 20 points per resource. 	20	

R2	<p>The Bidder should demonstrate that the 1 proposed resource has experience in leading a development team of one or more programmers for a software development project.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	
R3	<p>The Bidder should demonstrate that the 1 proposed resource has experience writing computer programs using the following software development platforms or tools:</p> <ul style="list-style-type: none"> – C++ or C# – Java – JavaScript – Eclipse – VCS(Concurrent Version Control) or, Subversion, or Git, or VSS(Visual Source Safe) – Python – MATLAB – HTML5 – Objective-C – J-Query <ul style="list-style-type: none"> • 2 points for experience with each platform or tool listed above up to a maximum of 20 points per resource. 	20	
R4	<p>The Bidder should demonstrate that the 1 proposed resource has experience installing, developing on, supporting or designing, the following technical platforms:</p> <ul style="list-style-type: none"> – MS Windows network operating system – Linux network operating system – Mobile platform (e.g. IOS, Android, Windows) – Two or more interconnected networks – Geographically distributed networks using terrestrial and satellite <ul style="list-style-type: none"> • 5 points for 9 months of experience on each of the technical platforms listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		80	
To be responsive, the proposed resource must obtain a minimum of 48 points. (60%)			

2.1.2 PROGRAMMER / SOFTWARE DEVELOPER – Level 1

The Bidder should demonstrate that each of the proposed Programmer/Software Developer – Level 1 have the following experience (total of 3 resources):

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Bidder should demonstrate that each of the 3 proposed resources have experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.2.</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical or logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; or 4. Developing and executing test plans. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.2, up to a maximum of 20 points per resource. 	20	
R2	<p>The Bidder should demonstrate that each of the 3 proposed resources have experience writing computer programs using the following software development platforms or tools:</p> <ul style="list-style-type: none"> – C++ or C# – Java – JavaScript – Eclipse – VCS(Concurrent Version Control) or, Subversion, or Git, or VSS(Visual Source Safe) – Python – MATLAB – HTML5 – Objective-C – J-Query <ul style="list-style-type: none"> • 2 points for experience with each platform or tool listed above up to a maximum of 20 points per resource. 	20	
R3	<p>The Bidder should demonstrate that each of the 3 proposed resources have experience installing, developing on, supporting or designing, the following technical platforms:</p> <ul style="list-style-type: none"> – MS Windows network operating system – Linux network operating system – Mobile platform (e.g. IOS, Android, Windows) – Two or more interconnected networks – Geographically distributed networks using terrestrial and satellite <ul style="list-style-type: none"> • 5 points for 9 months of experience on each of the technical platforms listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		65	

To be responsive, each proposed resource must obtain a minimum of 39 points. (60%)		
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2.1.3 WEB DESIGNER – Level 1

The Bidder should demonstrate that the proposed Web Designer – Level 1 has the following experience (total of 1 resource):

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Bidder should demonstrate that the 1 proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.3.</p> <ol style="list-style-type: none"> 1. Analyzing requirements for web-based projects and preparing statement of requirements to include solution options and recommendations; 2. Defining web architecture; 3. Creating web designs; 4. Writing code to build web applications; or 5. Developing and executing test plans. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.3, up to a maximum of 20 points per resource. 	20	
R2	<p>The Bidder should demonstrate that the 1 proposed resource has experience writing code to read from and write to a database via web interface.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	
R3	<p>The Bidder should demonstrate that the 1 proposed resource has experience writing computer programs using the following software development platforms or tools:</p> <ul style="list-style-type: none"> – Java – JavaScript – MS-SQL, MySQL – Apache Web Server – ASP.NET – Python – HTML5 – CSS – Objective-C – J-Query <ul style="list-style-type: none"> • 2 points for experience with each platform or tool listed above up to a maximum of 20 points per resource. 	20	

R4	The Bidder should demonstrate that the 1 proposed resource has experience installing, developing on, supporting or designing, the following technical platforms: <ul style="list-style-type: none"> – MS Windows network operating system – Linux network operating system – Mobile platform (e.g. IOS, Android, Windows) – Two or more interconnected networks – Geographically distributed networks using terrestrial and satellite <ul style="list-style-type: none"> • 5 points for 9 months of experience on each of the technical platforms listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		80	
To be responsive, the proposed resource must obtain a minimum of 48 points. (60%)			

2.1.4 TECHNICAL WRITER – Level 2

The Bidder should demonstrate that the proposed Technical Writer – Level 2 has the following experience (total of 1 resource):

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	The Bidder should demonstrate that the 1 proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.4. <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphic elements of the proposed documentation item or package; or 3. Producing the documentation item or package and test it for accuracy. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.4, up to a maximum of 20 points per resource. 	20	
R2	The Bidder should demonstrate that the 1 proposed resource has experience in developing the following documents: <ul style="list-style-type: none"> – Network Diagram – System Diagram – Assets Inventory – list and description – System Specifications Document – User Guide or Training Manual – Technical Operations Manual – Wiki Pages – Installation Guide – Standard Operating Procedures Manual – On-line Instructions/Help pages <ul style="list-style-type: none"> • 2 points for experience with each document listed above up to a maximum of 20 points per resource. 	20	

R3	<p>The Bidder should demonstrate that the 1 proposed resource has experience developing documents such as technical diagrams, on-line instruction pages, wiki pages, user or technical manuals, installation guide or standard operating procedures, using the following software tools:</p> <ul style="list-style-type: none"> – MS Word – SnagIt – Visio – Flare – Adobe Acrobat – FrameMaker – Photoshop – Illustrator – RoboHelp – PageMaker – GIMP – Scribus – Open Office (publishing components) • 2 points for experience with each software tool listed above to a maximum of 20 points per resource. 	20	
Maximum Points Per Resource:		60	
To be responsive, the proposed resource must obtain a minimum of 36 points. (60%)			

2.1.5 TECHNICAL WRITER – Level 1

The Bidder should demonstrate that each of the proposed Technical Writer – Level 1 have the following experience (total of 2 resources):

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Bidder should demonstrate that each of the 2 proposed resources have experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.5.</p> <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphics elements of the proposed documentation item or package; or 3. Producing the documentation item or package and test it for accuracy. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.5, up to a maximum of 20 points per resource. 	20	

R2	<p>The Bidder should demonstrate that each of the 2 proposed resources have experience in developing the following documents:</p> <ul style="list-style-type: none"> - Network Diagram - System Diagram - Assets Inventory – list and description - System Specifications Document - User Guide or Training Manual - Technical Operations Manual - Wiki Pages - Installation Guide - Standard Operating Procedures Manual - On-line Instructions/Help pages <ul style="list-style-type: none"> • 2 points for experience with each document listed above up to a maximum of 20 points per resource. 	20	
R3	<p>The Bidder should demonstrate that each of the 2 proposed resources have experience developing documents such as technical diagrams, on-line instruction pages, wiki pages, user or technical manuals, installation guide or standard operating procedures, using the following software tools:</p> <ul style="list-style-type: none"> - MS Word - SnagIt - Visio - Flare - Adobe Acrobat - FrameMaker - Photoshop - Illustrator - RoboHelp - PageMaker - GIMP - Scribus - Open Office (publishing components) <ul style="list-style-type: none"> • 2 points for experience with each software tool listed above to a maximum of 20 points per resource. 	20	
Maximum Points Per Resource:		60	
To be responsive, each proposed resource must obtain a minimum of 36 points. (60%)			
Overall Maximum Technical Points for Workstream A (minimum 285 points):		475	
Bidder's Total Technical Points for Workstream A:			

2.2 WORKSTREAM B: (IM/IT Services)

2.2.1 DATABASE ADMINISTRATOR – Level 1

The Bidder should demonstrate that the proposed Database Administrator – Level 1 has the following experience (total of 1 resource)

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Bidder should demonstrate that the 1 proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.2.1.</p> <ol style="list-style-type: none"> 1. Installing, operating and supporting at least 1 database management system such as, but not limited to, MS SQL, Oracle or MySQL; or 2. Creating new databases and maintaining existing ones such as, but not limited to, changing table, record, and field elements. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.2.1, up to a maximum of 20 points per resource. 	20	
R2	<p>The Bidder should demonstrate that the 1 proposed resource has experience creating and executing database conversion routines such as convert from MS Access to MS SQL.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	
R3	<p>The Bidder should demonstrate that the 1 proposed resource has experience developing and implementing the following procedural tools to ensure the integrity of the database:</p> <ul style="list-style-type: none"> – User or Operations or System Manual – Users accounts and access procedures – Backup and Disaster Recovery procedures <ul style="list-style-type: none"> • 5 points for experience with each procedural tool listed above up to a maximum of 15 points per resource. 	15	
R4	<p>The Bidder should demonstrate that the 1 proposed resource has experience integrating and administering databases from different platforms, such as, but not limited to, MS Excel to MS SQL, using open database connectivity (ODBC) tools.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	

R5	The Bidder should demonstrate that the 1 proposed resource has experience installing, operating or supporting the following database systems: <ul style="list-style-type: none"> – MS-SQL – MySQL – Oracle – SAP – Sybase <ul style="list-style-type: none"> • 5 points for experience with each system listed above up to a maximum of 25 points per resource. 	25	
R6	The Bidder should demonstrate that the 1 proposed resource has experience installing, developing on, supporting or designing, the following technical platforms: <ul style="list-style-type: none"> – MS Windows network operating system – Linux network operating system – Mobile platform (e.g. client interface for IOS or Android or Windows mobile devices) – Two or more interconnected database system – VM (Virtual Machine) platform (e.g. VMware, VirtualBox) <ul style="list-style-type: none"> • 5 points for experience with each platform listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		115	
To be responsive, the proposed resource must obtain a minimum of 69 points. (60%)			

2.2.2 SYSTEM ADMINISTRATOR – Level 1

The Bidder should demonstrate that the proposed System Administrator – Level 1 has the following experience (total of 1 resource):

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	The Bidder should demonstrate that the 1 proposed resource has experience performing any one of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.2.2. <ol style="list-style-type: none"> 1. Installing, operating, and maintaining computer hardware, operating systems, software and media (e.g. external backup drive); and 2. Developing and maintaining systems administration procedures manual (experience could include system backup and recovery procedures). <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.2.2, up to a maximum of 20 points per resource. 	20	

R2	<p>The Bidder should demonstrate that the 1 proposed resource has experience performing the following tasks on an MS Windows or Linux OS (Operating System) platform.</p> <ol style="list-style-type: none"> 1. Installing, operating, and maintaining computer hardware, operating systems, software, and media (example: external backup drive); and 2. Developing and maintaining systems administration procedures manual (experience could include system backup and recovery procedures). <ul style="list-style-type: none"> • 10 points for experience with each OS platform, up to a maximum of 20 points per resource. 	20	
R3	<p>The Bidder should demonstrate that the 1 proposed resource has experience installing, operating or supporting the following mobile computing platforms:</p> <ul style="list-style-type: none"> – IOS – Android – Blackberry – Windows Mobile <ul style="list-style-type: none"> • 5 points for experience with each platform listed above up to a maximum of 20 points per resource. 	20	
R4	<p>The Bidder should demonstrate that the 1 proposed resource has experience creating or maintaining an inventory of systems assets and corresponding configuration parameters.</p> <ul style="list-style-type: none"> • 5 points for each year of experience, up to a maximum of 15 points per resource. 	15	
Maximum Points Per Resource:		75	
To be responsive, the proposed resource must obtain a minimum of 45 points. (60%)			
Overall Maximum Technical Points for Workstream B (minimum 114 points):		190	
Bidder's Total Technical Points for Workstream B:			

PART 5 CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder 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 that time period will render the bid non-responsive.

5.1 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" [list \(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml\)](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

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

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

5.2 PROFESSIONAL SERVICES RESOURCES

- a. By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- b. 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.
- c. If the 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.

5.3 CERTIFICATION OF LANGUAGE - English Essential

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.

On **February 1, 2017**, Public Services and Procurement Canada (PSPC) will launch the new mandatory electronic fingerprint requirement. Learn how this will change the personnel security screening process for those required to work on Government of Canada contracts: <http://www.tpsgc-pwgsc.gc.ca/esc-src/nouvelles-news/12-14-2016-eng.html>.

PART 6 SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 SECURITY REQUIREMENT

- a. At the date of bid closing, 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 each meet the security requirement as indicated in Part 7 – Resulting Contract Clauses; and
 - iii. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- b. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations Instructions to Bidders](#)" document on the Departmental Standard Procurement Documents Website.
- c. In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 CONTROLLED GOODS REQUIREMENT

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

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(s):** Under the Contract, the "Client" is _____.
- 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 (TA)

- a. **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract 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. **Process of Issuing a TA:** The processes for issuing, responding to, assessing and approving Task Authorizations are stated in Appendices 1 to 4 to Annex A.
- c. **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:** To be validly issued, a TA must include the following signature(s):
 - i. for any TA with a value less than or equal to \$ 130,000.00 (including Applicable Taxes), the TA must be signed by the DRDC Procurement Authority; and
 - ii. for any TA with a value greater than this amount, a TA must be signed by the DRDC Procurement Authority and the Contracting 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. By providing written notice to the Contractor, the Contracting Authority

may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

- d. **Charges for Work under a TA:** The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.
- e. **TA Amendment:** A TA amendment means a modification to an approved TA. Canada may, for any reason, seek the consent of the Contractor to modify the content of an approved TA, which modification will be evidenced by a TA Amendment.
- f. **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.
- g. **Periodic Usage Reports:**
- i. The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports 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. April 1 to June 30;
 - B. July 1 to September 30;
 - C. October 1 to December 31; and
 - D. 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 the task;
 - C. the name, Resource category and level of each resource involved in performing the TA, as applicable;
 - D. the total estimated cost specified in the TA (GST or HST extra);
 - E. the total amount (GST or HST extra) expended to date;
 - F. the start and completion date; and
 - G. the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- h. **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.
- i. **Task Authorization - Department of National Defence**
The administration of the Task Authorization process will be carried out by DRDC Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.3 MINIMUM WORK GUARANTEE

- a. In this clause,
 - i. **"Maximum Contract Value"** means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
 - ii. **"Minimum Contract Value"** means 5% of the Maximum Contract Value on the date the contract is first issued.
- 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 cost of the Work performed.
- d. Canada will have no obligation to the Contractor under this clause if Canada terminates the 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](#) 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, unless already present, 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. 4006 (2010-08-16), Supplemental General Conditions – Contractor to Own Intellectual Property Rights in Foreground Information

7.5 SECURITY REQUIREMENT

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "A" to Part B to the Supply Arrangement, applies to the Contract.

PWGSC FILE # Common PS SRCL #20:

- i. The Contractor must, at all times during the performance of the Contract, 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).
- ii. This contract includes access to Controlled Goods. Prior to access, the **Contractor** must be registered in the Controlled Goods Program of PWGSC.
- iii. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by CISD/PWGSC.
- iv. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- v. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- vi. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

7.6 CONTRACT PERIOD

- a. **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - i. The "**Initial Contract Period**", which begins on date of Contract award and ends four (4) years later (*dates to be inserted at Contract award*).
 - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

7.7 AUTHORITIES

a. Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Ontario Region
Address: 33 City Centre Drive, Suite 480C
Mississauga ON L5B 2N5
Telephone: 905-615-2028
Facsimile: 905-615-2060
E-mail address: shannon.brewster@pwgsc.gc.ca

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

b. **DRDC Procurement Authority** *(to be provided at Contract award)*

The DRDC Procurement Authority for the Contract is:

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

The DRDC Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The DRDC 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 DRDC Procurement Authority however the DRDC 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.

c. **Technical Authority** *(to be provided at Contract Award)*

The Technical Authority for the Contract is:

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

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

d. **Contractor's Representative** *(to be provided at Contract Award)*

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

7.8 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

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

7.9 PAYMENT

a. Basis of Payment

i. **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

ii. **Pre-Authorized Travel and Living Expenses:**

Canada will reimburse the Contractor for pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work, in accordance with the clause titled "Travel and Living" of the Supply Arrangement which is also available at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rsama-satli-eng.html>

All payments are subject to government audit.

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 (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which 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.

iv. **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitments to purchase specific amounts or values of services are described elsewhere in the Contract.

b. Limitation of Expenditure – Cumulative Total of Task Authorizations:

i. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ . Customs duties are included and Applicable Taxes extra.

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 when:

A. when it is 75 percent committed, or

B. four (4) months before the contract expiry date, or

C. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

-
- vi. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.
- c. **Monthly Payment:** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
- i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - ii. all such documents have been verified by Canada;
 - iii. the Work performed has been accepted by Canada.
- d. **Time Verification:**
Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.
- e. **Payment Credits:**
- i. **Failure to Provide Resource:**
 - A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
 - B. **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 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 Minimum Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor 3 months' written notice of its intent, if any of the following apply:
 1. the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
 2. the corrective measures required of the Contractor described above are not met.This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.
 - ii. **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
 - iii. **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
 - iv. **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
 - v. **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

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

7.11 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under 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 HRSDC-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 HRSDC will constitute the Contractor in default as per the terms of the Contract.

7.13 COPYRIGHT IN MATERIAL

In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.

Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

7.14 APPLICABLE LAWS

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

7.15 PRIORITY OF DOCUMENTS

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

- a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b. Supplemental general conditions, in the following order:
4006 (2010-08-16), Supplemental General Conditions – Contractor to Own Intellectual Property Rights in Foreground Information;
- c. General Conditions 2035 (2016-04-04);
- d. Annex A, Statement of Work;
Appendix 1 to Annex A - Tasking Assessment Procedure
Appendix 2 to Annex A - Task Authorization (TA) Form
Appendix 3 to Annex A – Resources Evaluation Criteria and Response Table
Appendix 4 to Annex A - Certifications at the TA Stage
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
Appendix 1 to Annex C - Security Classification Guide
- g. the signed Task Authorizations including any required Certifications; and
- h. the Contractor's bid dated [] (*insert at contract award*).

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 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 its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its 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 in any way relating to the Contract, including:
 - 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 paragraph (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 backup kept by Canada. Canada is responsible for maintaining an adequate backup 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, 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 paragraph (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.

- ii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

7.21 JOINT VENTURE

- 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
 - i. 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, and 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 Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

1. 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 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.

2. 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 for default under Section titled "Default of the Contractor", or
 - b. assess the information provided under (c) (1) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet 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 (2) (a) above, or require another replacement in accordance with this subarticle (c).
3. Where an Excusable Delay applies, Canada may require (c) (2) (b) above instead of terminating under the "Excusable Delay" Section. 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. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a 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 that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
3. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.23 PROFESSIONAL SERVICES FOR PRE-EXISTING SOFTWARE

- a. **Pre-Existing Software:** The "Pre-Existing Software" consists of the computer programs listed in Annex A, which are either proprietary to Canada or licensed to Canada by a third party, in respect of which Canada requires certain professional services.
- b. **No Software Development:** The Contractor is not required to develop, program or provide additional software code related to the Pre-Existing Software as part of the Work performed under the Contract.
- c. **Title:** Except as otherwise specifically provided in these Articles of Agreement, title to the Pre-Existing Software will be unaffected by the performance of the Services for Pre-Existing Software and, to the extent that the Pre-Existing Software is subject to a license for use from a third party, its use will remain subject to the conditions of Canada's license.

- d. **Access:** Canada will provide to the Contractor any information regarding any passwords, authorization codes or similar information that might be necessary to perform the Software Services, provided that in doing so Canada is not in default of any obligations regarding the use of the Pre-Existing Software. The Contractor agrees that it is a term of the Contract that it will not disclose or distribute any part of the Pre-Existing Software to any other person or entity or otherwise violate the proprietary rights of the owner of the Pre-Existing Software.

7.24 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.

7.25 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 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. 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, 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.

7.26 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.

7.27 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with the items listed below (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

- 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).

7.28 TRANSITION SERVICES AT END OF CONTRACT PERIOD

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

7.29 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 if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- 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.

ANNEX A

STATEMENT OF WORK

1. BACKGROUND

Defence Research and Development Canada (DRDC) is the national leader in defence and security science and technology. As an agency of the Department of National Defence (DND), DRDC provides DND, the Canadian Forces (CF) and other government departments as well as the public safety and national security communities, the knowledge and technological advantage needed to defend and protect Canada's interests at home and abroad.

2. OBJECTIVE

There is a need to supplement DRDC's in-house capacity for computer systems development and support services.

The Information Technology (IT) infrastructure being supported varies in size and complexity, reflecting the diverse area of research and experimentation activities. It is composed of various open source and proprietary Operating Systems (OS), such as, but not limited to, Linux, UNIX, Mac, iOS, Android, Microsoft, operating on stand-alone or networked architectures. A similarly diverse repertoire of software development tools is utilized according to the technical platform and operational requirement being addressed. While it is not possible to anticipate a complete list, some examples of the more popular tools consists of, but not limited to, C++, Visual Basic, Java, JavaScript, ODBC, JDBC, MS-SQL, Python, Perl, HTML5, MATLAB. These are used to develop a variety of system solutions which can vary from, but not limited to, desktop applications, mobile and web applications, serious gaming, real time virtual reality, modeling and simulation, artificial intelligence, and other areas of specialty.

DRDC has a need to establish a multi-year task-based service contract, on an "as and when required" basis, for a variety of systems development and support capabilities projects. Individual call-ups, through a Task Authorization (TA) form, will be used to define the tasks and work details as it pertains to each project.

3. SCOPE

The Contractor must provide, on an as and when basis, resources in the professional services categories identified under Workstream A and/or Workstream B, who are subject matter experts in the project and technical operating environment detailed in the tasking's outlined below.

The following resources are required to work individually or in combination, when and as needed, as specified in each Task Authorization (TA).

Workstream A: (Applications Services and Business Services)

Category	Level	Number of Resources
Programmer / Software Developer	2	3
Programmer / Software Developer	1	6
Web Designer	1	2
Technical Writer	2	1
Technical Writer	1	2

Workstream B: (IM/IT Services)

Category	Level	Number of Resources
Database Administrator	1	1
System Administrator	1	1

4. REQUIREMENTS

The Contractor must provide the systems development and support capabilities through the following professional service categories, individually or in combination, as detailed in each TA, which could include, but not limited to, work activities described in each of the following task elements.

4.1 Workstream A: (Application Services and Business Services)

4.1.1 Programmer / Software Developer:

- a) Analyze requirements and prepare the statement of requirements and systems solution options and recommendations.
- b) Develop program specifications and detailed flow charts and diagrams for developers to translate into coded machine instructions.
- c) Select and incorporate available software programs.
- d) Write computer programs.
- e) Develop and execute test plans and instructions to verify accuracy and completeness of programs, including acceptance testing by users.
- f) Prepare technical documentations (example: system manual, systems interface and configuration diagram, programming manual) to use for reference or future modifications.

4.1.2 Web Designer:

- a) Analyze requirement and prepare feasibility reports to include solution options and recommendations, costs, timelines, and resource requirements (example: software development tools) for web-based projects.
- b) Define web architecture and develop models to ensure consistency with the exiting technical platform.
- c) Create and apply web designs.
- d) Write code to apply web designs and build applications based on requirements.
- e) Write code to read from and write to a database (example: MS-SQL, MySQL).
- f) Develop and execute test plans, including acceptance testing.
- g) Develop post-implementation plans to monitor stability and track performance.

4.1.3 Technical Writer:

- a) Assess documentation requirements which could include, but not limited to, help text, user manuals, technical documentation, web page content and on-line help and develop a plan of action for addressing them.
- b) Meet and assess target audience and other project staff (example: developers) to gather information needed to establish the objective(s) and scope of the intended documentation item and package.
- c) Review available internal documentation standards for the purpose of applying these to the production of documentation material, where applicable.
- d) Design the layout of the documentation item and prepare any required illustrations and diagrams.
- e) Use word-processing and other relevant desk-top publishing and graphical software packages to produce final camera-ready copy.
- f) Develop and execute test plans to ensure the accuracy of the information used in the documentation item and package.

4.2 Workstream B: (IM/IT Services)

4.2.1 Database Administrator:

- a) Create new and maintain existing databases (example: add, delete, and change records).

- b) Create and customize database conversion routines.
- c) Maintain data dictionaries and configuration control of the database.
- d) Coordinate and apply changes to the database contents (example: additions, deletions, and changes) and design.
- e) Provide advice on efficient and secure use of data.
- f) Develop and implement procedures to ensure accuracy, timeliness, integrity and security of data stored in databases, including back-up, disaster recovery, and virus protection.

4.2.2 System Administrator:

- a) Install, monitor, upgrade and maintain operating systems, hardware, software, and media.
- b) Troubleshoot and resolve technical problems.
- c) Analyze system performance, recommend improvements, and work with users and stakeholders to optimize system performance.
- d) Develop and maintain technical and operational system procedures such as, but not limited to, Backup and Restore Procedures.
- e) Perform administrative tasks at regular and timely intervals to ensure systems and data integrity and reliability (example: backup and recovery procedures, virus software and DAT file update and monitoring procedures).

5. DELIVERABLES

- a) The list of deliverables for each professional service category identified above will be provided in the individual call-up, through a TA, and will be outlined in the area of specialty identified in the Tasks section above. As an example, deliverables could consist of, but are not limited to, work plans, design documents, process flow diagrams, technical specification documents, program code, files, procedures, and other material relevant to the project.
- b) Delivery dates for deliverables associated to a specific call-up, though a TA, will be identified at time of the tasking.

6. REPORTS

- a) The Contractor must provide written reports on all work completed under Article 5, using MS Word or other format that has been approved by Technical Authority.
- b) The Contractor must provide reports, either written or verbally, on recommendations for further enhancements and improvements to all systems upon request.
- c) Status Reports: The Contractor must provide status reports of the work performed in a Contractor format acceptable to the Technical Authority. As a minimum, each status report must document the following information:
 - 1. Monthly time sheets: Showing the hours worked on a daily basis and in a form to be determined by the Project Authority.
 - 2. Significant Accomplishments: Showing all activities completed during the previous period.
 - 3. Planned Accomplishments: Showing all activities planned for the next period.
 - 4. Unplanned Activities: Showing all activities completed which were not planned for the period.
 - 5. Risks, Issues and Mitigation: Identifying all risks and issues, with probability of occurrence, impact, and measures applied to mitigate the risks.

7. MEETINGS

Meetings will be identified at the time of each tasking, relative to the project at hand and corresponding tasks. As an example, meetings could consist of, but not limited to, periodic progress report meetings, requirement gathering meetings, project kick-off meetings, presentations, conference attendance, and

other relevant meeting events.

Unless otherwise specified on the individual call-up, meetings will be held in person at DRDC Toronto (1133 Sheppard Avenue West, Toronto, ON). The details, frequency, and format (e.g. in-person, via teleconference) of each meeting will be identified on the individual call-up through a TA.

8. LANGUAGE REQUIREMENT – ENGLISH ESSENTIAL

The language requirement for this contract is English. The Contractor personnel must be fluent in English. Fluent means that the proposed resource must be able to communicate orally and in writing without any assistance and with minimal errors in English.

9. LOCATION OF WORK

The work will be performed on-site at:
*Defence Research and Development Canada
Toronto Research Centre
1133 Sheppard Avenue West
Toronto, Ontario M3K 2C9*

10. TRAVEL

Depending on the individual tasking and as identified in the TA, the Contractor may be required to travel to various locations such as, but not limited to, the Canadian Forces (CF) bases (e.g. CFB Kingston, Kingston, ON; CFB Trenton, Trenton, ON; CFB Borden, Borden ON,), DRDC Ottawa, Ottawa, ON.

The Treasury Board Travel Directives will apply for any travel, accommodation and living expenses.

APPENDIX 1 TO ANNEX A

Tasking Assessment Procedure

- (a) Where a requirement for a specific task is identified, a Task Authorization Form (TA Form) as attached at Appendix 2 to Annex A, will be provided to the Contractor in accordance with the methodology stated in the Contract Article titled "Task Authorization".
- (b) Once a TA Form is received the Contractor must review. The rates quoted for any given Category of Resource must not exceed the Firm Per Diem Rates detailed in the Basis of Payment (Annex "B").
- (c) For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must demonstrate how they meet the mandatory qualifications for the applicable Category of Resource identified in the TA, at Appendix 1 of Annex A. The résumés must demonstrate that each proposed individual meets the mandatory qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix 3 to Annex A, Certifications at the TA Stage).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource before the date the TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification diploma or degree, such document, must be current, valid and issued by the entity specified in this Contract or if the entity is not specified the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

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

**APPENDIX 2 TO ANNEX A
Task Authorization (TA) Form**

TASK AUTHORIZATION (TA) FORM					
CONTRACTOR		CONTRACT NUMBER:			
COMMITMENT #		FINANCIAL CODING:			
TASK NUMBER (AMENDMENT):		ISSUE DATE:		RESPONSE REQUIRED BY:	
1. STATEMENT OF WORK (WORK ACTIVITIES AND DELIVERABLES):					
SEE ATTACHED FOR STATEMENT OF WORK AND CERTIFICATIONS REQUIRED.					
2. PERIOD OF SERVICES:		FROM (DATE):		To (DATE):	
3. WORK LOCATION:					
4. TRAVEL REQUIREMENTS:					
5. LANGUAGE REQUIREMENTS:					
6. OTHER CONDITIONS/CONSTRAINTS:					
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR' PERSONNEL:					
RESOURCE CATEGORY	NAME OF PROPOSED RESOURCE	PWGSC SECURITY FILE NUMBER	PER DIEM RATE	ESTIMATED # OF DAYS	TOTAL COST
ESTIMATED COST					
GST					
TOTAL LABOUR COST					
ESTIMATED TRAVEL COST (IN ACCORDANCE WITH TBS GUIDELINES)					\$0.00
TOTAL ESTIMATED COST					
8. SIGNING AUTHORITIES:					
Name, Title and Signature of Individual Authorized to Sign on Behalf of XXXXX		Contractor (signature)		Date:	
Name, Title and Signature of Individual Authorized to Sign on Behalf of DRDC.		DRDC (signature)		Date:	
Name, Title and Signature of Individual Authorized to Sign on Behalf of PWGSC – Acquisition Branch (AB) if the TA requirement is over \$130,000.00.		PWGSC or AB (signature) if the requirement over \$130,000.00.		Date:	
You are requested 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 services listed herein and in any attached sheets at the price set out thereof.					

APPENDIX 3 TO ANNEX A**Resources Evaluation Criteria and Response Table**

Technical proposals will be evaluated and scored in accordance with the following evaluation criteria (Mandatory and Rated Requirements). For each resource proposed, an up-to-date resume must be included.

1. MANDATORY RESOURCE EVALUATION CRITERIA:**1.1 Workstream A: (Applications Services and Business Services)****1.1.1 PROGRAMMER / SOFTWARE DEVELOPER – Level 2**

The Contractor must demonstrate that the proposed Programmer/Software Developer – Level 2 has the following minimum experience:

#	Mandatory Criteria	Contractor's Response
		Contractor to Insert Page # of Resume
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last 10 years from the bid closing, performing the following:</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing a statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical and logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; and 4. Developing and executing test plans. 	

1.1.2 PROGRAMMER / SOFTWARE DEVELOPER – Level 1

The Contractor must demonstrate that the proposed Programmer/Software Developer – Level 1 has the following minimum experience:

#	Mandatory Criteria	Contractor's Response
		Contractor to Insert Page # of Resume
M1	<p>The Bidder must demonstrate that the proposed resource has a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical or logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; and 4. Developing and executing test plans. 	

1.1.3 WEB DESIGNER – Level 1

The Contractor must demonstrate that the proposed Web Designer – Level 1 has the following minimum experience:

#	Mandatory Criteria	Contractor's Response
		Contractor to Insert Page # of Resume
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Analyzing requirements for web-based projects and preparing statement of requirements to include solution options and recommendations; 2. Defining web architecture; 3. Creating web designs; 4. Writing code to build web applications; and 5. Developing and executing test plans. 	

1.1.4 TECHNICAL WRITER – Level 2

The Contractor must demonstrate that the proposed Technical Writer – Level 2 has the following minimum experience:

#	Mandatory Criteria	Contractor's Response
		Contractor to Insert Page # of Resume
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last 10 years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphic elements of the proposed documentation item or package; and 3. Producing the documentation item or package and test it for accuracy. 	

1.1.5 TECHNICAL WRITER – Level 1

The Contractor must demonstrate that the proposed Technical Writer – Level 1 has the following minimum experience:

#	Mandatory Criteria	Contractor's Response
		Contractor to Insert Page # of Resume
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one (1) year experience, within the last five (5) years from bid closing, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphics elements of the proposed documentation item or package; and 3. Producing the documentation item or package and test it for accuracy. 	

1.2. Workstream B: (IM/IT Services)**1.2.1 DATABASE ADMINISTRATOR – Level 1**

The Contractor must demonstrate that the proposed Database Administrator – Level 1 has the following minimum experience:

#	Mandatory Criteria	Contractor's Response
		Contractor to Insert Page # of Resume
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Installing, operating and supporting at least 1 database management system such as, but not limited to, MS SQL, Oracle or MySQL; and 2. Creating new databases and maintaining existing ones such as, but not limited to, changing table, record, and field elements. 	

1.2.2 SYSTEM ADMINISTRATOR – Level 1

The Contractor must demonstrate that the proposed System Administrator – Level 1 has the following minimum experience:

#	Mandatory Criteria	Contractor's Response
		Contractor to Insert Page # of Resume
M1	<p>The Contractor must demonstrate that the proposed resource has a minimum of one (1) year experience, within the last five (5) years from the bid closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Installing, operating and maintaining computer hardware, operating systems, software and media (e.g. external backup drive); and 2. Developing and maintaining systems administration procedures manual (experience could include system backup and recovery procedures). 	

2. RATED RESOURCE EVALUATION CRITERIA:

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

2.1 Workstream A: (Applications Services and Business Services)**2.1.1 PROGRAMMER / SOFTWARE DEVELOPER – Level 2**

The Contractor should demonstrate that the proposed Programmer/Software Developer – Level 2 has the following experience:

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Contractor should demonstrate that the proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.1.</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing a statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical and logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; or 4. Developing and executing test plans. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.1, up to a maximum of 20 points per resource. 	20	
R2	<p>The Contractor should demonstrate that the proposed resource has experience in leading a development team of one or more programmers for a software development project.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	

R3	<p>The Contractor should demonstrate that the proposed resource has experience writing computer programs using the following software development platforms or tools:</p> <ul style="list-style-type: none"> - C++ or C# - Java - JavaScript - Eclipse - VCS(Concurrent Version Control) or, Subversion, or Git, or VSS(Visual Source Safe) - Python - MATLAB - HTML5 - Objective-C - J-Query <ul style="list-style-type: none"> • 2 points for experience with each platform or tool listed above up to a maximum of 20 points per resource. 	20	
R4	<p>The Contractor should demonstrate that the proposed resource has experience installing, developing on, supporting or designing, the following technical platforms:</p> <ul style="list-style-type: none"> - MS Windows network operating system - Linux network operating system - Mobile platform (e.g. IOS, Android, Windows) - Two or more interconnected networks - Geographically distributed networks using terrestrial and satellite <ul style="list-style-type: none"> • 5 points for 9 months of experience on each of the technical platforms listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		80	
To be responsive, the proposed resource must obtain a minimum of 48 points. (60%)			
Technical Score:			

2.1.2 PROGRAMMER / SOFTWARE DEVELOPER – Level 1

The Contractor should demonstrate that the proposed Programmer/Software Developer – Level 1 has the following experience:

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Contractor should demonstrate that the proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.2.</p> <ol style="list-style-type: none"> 1. Analyzing requirements, preparing statement of requirements, preparing systems solution options and providing recommendations; 2. Developing technical specifications such as, but not limited to, physical or logical system designs, system flowcharts, screen layout diagrams, IPO (Input, Process, Output) descriptions; 3. Writing computer programs; or 4. Developing and executing test plans. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.2, up to a maximum of 20 points per resource. 	20	
R2	<p>The Contractor should demonstrate that the proposed resource has experience writing computer programs using the following software development platforms or tools:</p> <ul style="list-style-type: none"> – C++ or C# – Java – JavaScript – Eclipse – VCS(Concurrent Version Control) or, Subversion, or Git, or VSS(Visual Source Safe) – Python – MATLAB – HTML5 – Objective-C – J-Query <ul style="list-style-type: none"> • 2 points for experience with each platform or tool listed above up to a maximum of 20 points per resource. 	20	
R3	<p>The Contractor should demonstrate that the proposed resource has experience installing, developing on, supporting or designing, the following technical platforms:</p> <ul style="list-style-type: none"> – MS Windows network operating system – Linux network operating system – Mobile platform (e.g. IOS, Android, Windows) – Two or more interconnected networks – Geographically distributed networks using terrestrial and satellite <ul style="list-style-type: none"> • 5 points for 9 months of experience on each of the technical platforms listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		65	
To be responsive, the proposed resource must obtain a minimum of 39 points. (60%)			

Technical Score:		
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2.1.3 WEB DESIGNER – Level 1

The Contractor should demonstrate that the proposed Web Designer – Level 1 has the following experience:

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Contractor should demonstrate that the proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.3.</p> <ol style="list-style-type: none"> 1. Analyzing requirements for web-based projects and preparing statement of requirements to include solution options and recommendations; 2. Defining web architecture; 3. Creating web designs; 4. Writing code to build web applications; or 5. Developing and executing test plans. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.3, up to a maximum of 20 points per resource. 	20	
R2	<p>The Contractor should demonstrate that the proposed resource has experience writing code to read from and write to a database via web interface.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	
R3	<p>The Contractor should demonstrate that the proposed resource has experience writing computer programs using the following software development platforms or tools:</p> <ul style="list-style-type: none"> – Java – JavaScript – MS-SQL, MySQL – Apache Web Server – ASP.NET – Python – HTML5 – CSS – Objective-C – J-Query <ul style="list-style-type: none"> • 2 points for experience with each platform or tool listed above up to a maximum of 20 points per resource. 	20	

R4	The Contractor should demonstrate that the proposed resource has experience installing, developing on, supporting or designing, the following technical platforms: <ul style="list-style-type: none"> – MS Windows network operating system – Linux network operating system – Mobile platform (e.g. IOS, Android, Windows) – Two or more interconnected networks – Geographically distributed networks using terrestrial and satellite <ul style="list-style-type: none"> • 5 points for 9 months of experience on each of the technical platforms listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		80	
To be responsive, the proposed resource must obtain a minimum of 48 points. (60%)			
Technical Score:			

2.1.4 TECHNICAL WRITER – Level 2

The Contractor should demonstrate that the proposed Technical Writer – Level 2 has the following experience:

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	The Contractor should demonstrate that the proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.4. <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphic elements of the proposed documentation item or package; or 3. Producing the documentation item or package and test it for accuracy. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.4, up to a maximum of 20 points per resource. 	20	
R2	The Contractor should demonstrate that the proposed resource has experience in developing the following documents: <ul style="list-style-type: none"> – Network Diagram – System Diagram – Assets Inventory – list and description – System Specifications Document – User Guide or Training Manual – Technical Operations Manual – Wiki Pages – Installation Guide – Standard Operating Procedures Manual – On-line Instructions/Help pages <ul style="list-style-type: none"> • 2 points for experience with each document listed above up to a maximum of 20 points per resource. 	20	

R3	<p>The Contractor should demonstrate that the proposed resource has experience developing documents such as technical diagrams, on-line instruction pages, wiki pages, user or technical manuals, installation guide or standard operating procedures, using the following software tools:</p> <ul style="list-style-type: none"> – MS Word – SnagIt – Visio – Flare – Adobe Acrobat – FrameMaker – Photoshop – Illustrator – RoboHelp – PageMaker – GIMP – Scribus – Open Office (publishing components) • 2 points for experience with each software tool listed above to a maximum of 20 points per resource. 	20	
Maximum Points Per Resource:		60	
To be responsive, the proposed resource must obtain a minimum of 36 points. (60%)			
Technical Score:			

2.1.5 TECHNICAL WRITER – Level 1

The Contractor should demonstrate that the proposed Technical Writer – Level 1 has the following experience:

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Contractor should demonstrate that the proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.1.5.</p> <ol style="list-style-type: none"> 1. Assessing documentation requirements such as, but not limited to, help text, user manuals, technical documentation, web page content, on-line help, and developing a plan of action to address them; 2. Designing the layout and associated graphics elements of the proposed documentation item or package; or 3. Producing the documentation item or package and test it for accuracy. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.1.5, up to a maximum of 20 points per resource. 	20	

R2	<p>The Contractor should demonstrate that the proposed resource has experience in developing the following documents:</p> <ul style="list-style-type: none"> - Network Diagram - System Diagram - Assets Inventory – list and description - System Specifications Document - User Guide or Training Manual - Technical Operations Manual - Wiki Pages - Installation Guide - Standard Operating Procedures Manual - On-line Instructions/Help pages <ul style="list-style-type: none"> • 2 points for experience with each document listed above up to a maximum of 20 points per resource. 	20	
R3	<p>The Contractor should demonstrate that the proposed resource has experience developing documents such as technical diagrams, on-line instruction pages, wiki pages, user or technical manuals, installation guide or standard operating procedures, using the following software tools:</p> <ul style="list-style-type: none"> - MS Word - SnagIt - Visio - Flare - Adobe Acrobat - FrameMaker - Photoshop - Illustrator - RoboHelp - PageMaker - GIMP - Scribus - Open Office (publishing components) <ul style="list-style-type: none"> • 2 points for experience with each software tool listed above to a maximum of 20 points per resource. 	20	
Maximum Points Per Resource:		60	
To be responsive, the proposed resource must obtain a minimum of 36 points. (60%)			
Technical Score:			

2.2 WORKSTREAM B: (IM/IT Services)

2.2.1 DATABASE ADMINISTRATOR – Level 1

The Contractor should demonstrate that the proposed Database Administrator – Level 1 has the following experience:

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	<p>The Contractor should demonstrate that the proposed resource has experience performing any 2 of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.2.1.</p> <ol style="list-style-type: none"> 1. Installing, operating and supporting at least 1 database management system such as, but not limited to, MS SQL, Oracle or MySQL; or 2. Creating new databases and maintaining existing ones such as, but not limited to, changing table, record, and field elements. <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.2.1, up to a maximum of 20 points per resource. 	20	
R2	<p>The Contractor should demonstrate that the proposed resource has experience creating and executing database conversion routines such as convert from MS Access to MS SQL.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	
R3	<p>The Contractor should demonstrate that the proposed resource has experience developing and implementing the following procedural tools to ensure the integrity of the database:</p> <ul style="list-style-type: none"> – User or Operations or System Manual – Users accounts and access procedures – Backup and Disaster Recovery procedures <ul style="list-style-type: none"> • 5 points for experience with each procedural tool listed above up to a maximum of 15 points per resource. 	15	
R4	<p>The Contractor should demonstrate that the proposed resource has experience integrating and administering databases from different platforms, such as, but not limited to, MS Excel to MS SQL, using open database connectivity (ODBC) tools.</p> <ul style="list-style-type: none"> • 5 points for each year of experience up to a maximum of 15 points per resource. 	15	
R5	<p>The Contractor should demonstrate that the proposed resource has experience installing, operating or supporting the following database systems:</p> <ul style="list-style-type: none"> – MS-SQL – MySQL – Oracle – SAP – Sybase <ul style="list-style-type: none"> • 5 points for experience with each system listed above up to a maximum of 25 points per resource. 	25	

R6	The Contractor should demonstrate that the proposed resource has experience installing, developing on, supporting or designing, the following technical platforms: <ul style="list-style-type: none"> – MS Windows network operating system – Linux network operating system – Mobile platform (e.g. client interface for IOS or Android or Windows mobile devices) – Two or more interconnected database system – VM (Virtual Machine) platform (e.g. VMware, VirtualBox) <ul style="list-style-type: none"> • 5 points for experience with each platform listed above, up to a maximum of 25 points per resource. 	25	
Maximum Points Per Resource:		115	
To be responsive, the proposed resource must obtain a minimum of 69 points. (60%)			
Technical Score:			

2.2.2 SYSTEM ADMINISTRATOR – Level 1

The Contractor should demonstrate that the proposed System Administrator – Level 1 has the following experience:

#	Rated Criteria	Max Points Per Resource	Page # of Resume
R1	The Contractor should demonstrate that the proposed resource has experience performing any one of the following tasks, over and above the mandatory requirement outlined in M1 of Article 1.2.2. <ol style="list-style-type: none"> 1. Installing, operating, and maintaining computer hardware, operating systems, software and media (e.g. external backup drive); and 2. Developing and maintaining systems administration procedures manual (experience could include system backup and recovery procedures). <ul style="list-style-type: none"> • 5 points for each additional year of experience, over and above M1 of Article 1.2.2, up to a maximum of 20 points per resource. 	20	
R2	The Contractor should demonstrate that the proposed resource has experience performing the following tasks on an MS Windows or Linux OS (Operating System) platform. <ol style="list-style-type: none"> 1. Installing, operating, and maintaining computer hardware, operating systems, software, and media (example: external backup drive); and 2. Developing and maintaining systems administration procedures manual (experience could include system backup and recovery procedures). <ul style="list-style-type: none"> • 10 points for experience with each OS platform, up to a maximum of 20 points per resource. 	20	

R3	<p>The Contractor should demonstrate that the proposed resource has experience installing, operating or supporting the following mobile computing platforms:</p> <ul style="list-style-type: none"> - IOS - Android - Blackberry - Windows Mobile <ul style="list-style-type: none"> • 5 points for experience with each platform listed above up to a maximum of 20 points per resource. 	20	
R4	<p>The Contractor should demonstrate that the proposed resource has experience creating or maintaining an inventory of systems assets and corresponding configuration parameters.</p> <ul style="list-style-type: none"> • 5 points for each year of experience, up to a maximum of 15 points per resource. 	15	
Maximum Points Per Resource:		75	
To be responsive, the proposed resource must obtain a minimum of 45 points. (60%)			
Technical Score:			

APPENDIX 4 TO ANNEX A

Certifications at the TA Stage

The following Certifications are to be used, as applicable. All applicable certifications must be signed and attached to the Contractor's proposed resources to satisfy a specific requirement based on the TA form's Statement of Work when it is submitted to Canada.

(A) Certification of Education and Experience

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

Print name of authorized individual & sign above

Date

(B) Certification of Availability of Personnel

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

Print name of authorized individual & sign above

Date

(C) Certification of Status of Personnel

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

(D) Certification of Language – English Essential

The Contractor certifies that the proposed resource(s), for English positions, in response to this TA, are 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.

Print name of authorized individual & sign above

Date

**ANNEX B
BASIS OF PAYMENT**

Contract Period: from date of Contract award ending four (4) years later. (from _____ to _____
(dates to be inserted at Contract award)).

1.1 Workstream A: (Application Services and Business Services)

		A	B	C
Category of Personnel	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	*Extended Total Cost (AxB)
Programmer/Software Developer	Level 2	220	\$	\$
Programmer/Software Developer	Level 1	220	\$	\$
Web Designer	Level 1	220	\$	\$
Technical Writer	Level 2	220	\$	\$
Technical Writer	Level 1	220	\$	\$
*Total Financial Price:				\$

1.2 Workstream B: (IM/IT Services)

		A	B	C
Category of Personnel	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	*Extended Total Cost (AxB)
Database Administrator	Level 1	220	\$	\$
System Administrator	Level 1	220	\$	\$
*Total Financial Price:				\$

Note: All lines and rows highlighted in grey, will be removed at contract award.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#20
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 Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/> SECRET / SECRET <input checked="" type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 360-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Government of Canada
Gouvernement du Canada

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Common PS SRCL#20

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UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité:

No
Non Yes
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No
Non Yes
Oui

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

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

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

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

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No
Non Yes
Oui
 No
Non Yes
Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No
Non Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No
Non Yes
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No
Non Yes
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No
Non Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

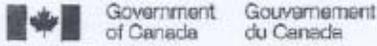
No
Non Yes
Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED





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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 RESTRIÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC Top SECRET COMSEC TRÈS SECRET	Protected Protégé			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI IT Link / Lien Électronique																	

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

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

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

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



Government of Canada
Gouvernement du Canada

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Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS	Title - Titre Professional Services - Methods of Supply	Signature <i>Rachel Leman</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgo-pwgscc.gc.ca
		Date 2012/03/13

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

Name (print) - Nom (en lettres moulées) Charron, Annick	Title - Titre SO	Signature <i>Annick Charron</i>
Telephone No. - N° de téléphone 619-956-0615	Facsimile No. - N° de télécopieur 619-956-1449	E-mail address - Adresse courriel annick.charron@tpsgo-pwgscc.gc.ca
		Date March 20, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? No Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 28-MARCH-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgo-pwgscc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Télé - 613-954-4171

APPENDIX 1 TO ANNEX C

Security Classification Guide

Workstream A: (Applications Services and Business Services)

Security Classification Guide				
Position / Description/Task	Level of Resource	Number of Resources	Level of Personnel Clearance (e.g. Reliability, Secret)	Access to sites and/or information. Levels of Information to be accessed.
Programmer / Software Developer	Level 2	1	Secret	Operational and secret zones
Programmer / Software Developer	Level 2	2	Enhanced Reliability	
Programmer / Software Developer	Level 1	2	Secret	Operational and secret zones
Programmer / Software Developer	Level 1	4	Enhanced Reliability	
Web Designer	Level 1	2	Enhanced Reliability	
Technical Writer	Level 2	1	Enhanced Reliability	
Technical Writer	Level 1	1	Secret	Operational and secret zones
Technical Writer	Level 1	1	Enhanced Reliability	

Workstream B: (Applications Services and Business Services)

Security Classification Guide				
Position / Description/Task	Level of Resource	Number of Resources	Level of Personnel Clearance (e.g. Reliability, Secret)	Access to sites and/or information. Levels of Information to be accessed.
Database Administrator	Level 1	1	Enhanced Reliability	
System Administrator	Level 1	1	Enhanced Reliability	