



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

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

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT. / CE DOCUMENT CONTIENTS
DES EXIGENCES RELATIVES À LA SÉCURITÉ.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Title - Sujet Strategic Communications	
Solicitation No. - N° de l'invitation 35035-171079/A	Date 2017-10-02
Client Reference No. - N° de référence du client 35035-17-1079	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-026-73509	
File No. - N° de dossier cx026.35035-171079	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Deen(CX Div.), Raihanna	Buyer Id - Id de l'acheteur cx026
Telephone No. - N° de téléphone (613) 990-4033 ()	FAX No. - N° de FAX (613) 949-1281
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MMIWG 300 #222 Queen Street Attn: Nicholas Obomsawin 613-410-2456 OTTAWA Ontario K1P5V9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	5
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - BID SOLICITATION	6
2.5 APPLICABLE LAWS	7
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	7
PART 3 - BID PREPARATION INSTRUCTIONS	8
3.1 BID PREPARATION INSTRUCTIONS	8
ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE	10
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	13
4.1 EVALUATION PROCEDURES	13
4.2 BASIS OF SELECTION	199
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	20
5.1 CERTIFICATIONS REQUIRED WITH THE BID	20
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	20
PART 6 - SECURITY AND FINANCIAL REQUIREMENTS	22
6.1 SECURITY	22
6.2 FINANCIAL CAPABILITY	22
PART 7 - RESULTING CONTRACT CLAUSES	233
7.1 STATEMENT OF WORK	233
7.2 STANDARD CLAUSES AND CONDITIONS	255
7.3 SECURITY REQUIREMENTS	255
7.4 TERM OF CONTRACT	255
7.5 AUTHORITIES	266
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	266
7.7 PAYMENT	266
7.8 INVOICING INSTRUCTIONS	299
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	299
7.10 SPECIFIC PERSON(S)	299
7.11 APPLICABLE LAWS	29
7.12 PRIORITY OF DOCUMENTS	30
7.13 INSURANCE	30
ANNEX "A"	31
STATEMENT OF WORK	31
ANNEX "B"	35
BASIS OF PAYMENT	35
ANNEX "C" TO PART 3 OF THE BID SOLICITATION	3939
ELECTRONIC PAYMENT INSTRUMENTS	39

Solicitation No. - N° de l'invitation
35035-171079/A
Client Ref. No. - N° de réf. du client
35035-171079

Amd. No. - N° de la modif.
File No. - N° du dossier
CX026 35035-171079

Buyer ID - Id de l'acheteur
CX026
CCC No./N° CCC - FMS No./N° VME

<u>ANNEX “D” TO PART 6 OF THE BID SOLICITATION</u>	ERROR! BOOKMARK NOT DEFINED.	40
<u>SECURITY REQUIREMENTS CHECK LIST</u>		40
<u>ANNEX “E”</u>		41
<u>TASK AUTHORIZATION FORM PWGSC-TPSGC 572</u>		41

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Financial 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 Electronic Payment Instruments, and the Task Authorization Form 572.

1.2 Summary

1.2.1 The National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG) requires the services of a Contractor to provide ongoing strategic communication services to support clear and appropriate information sharing with stakeholders to the national inquiry with the objective of assisting the National Inquiry to meet their mandate and terms of reference.

Key activities will include the development and execution of external communication strategies, products and communications advice to support and promote the National Inquiry's strategic objectives. This requirement also includes development of proactive media relations and issues management support from a communications perspective.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 – Security and Financial Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.2.4 The requirement is limited to Canadian services.

1.2.5 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon,

Solicitation No. - N° de l'invitation
35035-171079/A
Client Ref. No. - N° de réf. du client
35035-171079

Amd. No. - N° de la modif.
File No. - N° du dossier
CX026 35035-171079

Buyer ID - Id de l'acheteur
CX026
CCC No./N° CCC - FMS No./N° VME

Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension](#)

Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

MMIWG has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is to generate knowledge and information for public dissemination and where the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies) and (1 soft copy on CD or USB key);

Section II: Financial Bid (1 hard copy) and (1 soft copy on CD or USB key); and

Section III: Certifications (1 hard copy) and (1 soft copy on CD or USB key).

The bidder can provide only one soft copy (CD or USB key) containing Section I, Section II and Section III in well identified separate files (Technical Bid, Financial Bid and Certification).

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial offer in accordance with the detailed Pricing Schedule in Attachment 1 to Part 3.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

If pricing is not provided, for an element of Table 1 or a percentage is not indicated for an element in Table 2, a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the offer will be found non-compliant and no further evaluation will be done.

The number of hours for Strategic Communication Services and the values for evaluation for Direct and Subcontracted Expenses shown in the Tables 1-3 are for evaluation purposes only and are not a guarantee of the actual number of hours required or the actual value of Direct and Subcontracted Expenses, nor are they intended to reflect any expectations on behalf of the Government of Canada.

The Bidder must quote all prices in Canadian dollars, GST/HST extra, FOB destination. The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive.

Table 1: Firm Hourly Rates - Strategic Communications Services:

<i>The Bidder must quote firm fixed all-inclusive hourly rates for Strategic Communications Services in accordance with article 5.1.1 Basis of Payment - Strategic Communications Services in the Resulting Contract Clauses. These firm fixed all-inclusive hourly rates will form part of any resulting Contract and subsequent Task Authorization.</i>			
Category of Service	Firm All-Inclusive Hourly Rates for Strategic Communications Services for the Initial Contract Period	Estimated Number of Hours for Evaluation Purposes	Total Evaluated Price
Senior Communications Analyst	\$ _____	375 hours	\$ _____
Public Relations Manager	\$ _____	220 hours	\$ _____
Public Affairs Manager	\$ _____	200 hours	\$ _____
Media Relations Manager	\$ _____	200 hours	\$ _____
Graphic Designer	\$ _____	100 hours	\$ _____

Category of Service	Firm All-Inclusive Hourly Rates for Strategic Communications Services for the Option Period 1	Estimated Number of Hours for Evaluation Purposes	Total Evaluated Price
Senior Communications Analyst	\$ _____	450 hours	\$ _____
Public Relations Manager	\$ _____	265 hours	\$ _____
Public Affairs Manager	\$ _____	250 hours	\$ _____
Media Relations Manager	\$ _____	250 hours	\$ _____
Graphic Designer	\$ _____	120 hours	\$ _____
Total Strategic Communications Services (excluding Applicable Taxes)			\$ _____

The firm fixed hourly rates charged for Strategic Communications Services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

Table 2: Limitation of Expenditure - Direct Expenses:			
<p><i>The Bidder must quote a firm all-inclusive Mark-up on Direct Expenses as a percentage in accordance with article 7.5.2.1 Basis of Payment - Direct Expenses in the Resulting Contract Clauses. A value for evaluation purposes only has been provided below for the direct expenses for each period of the Contract, in accordance with the Statement of Work at Annex "A". The Firm All-Inclusive Mark-up for Direct Expenses will form a part of the Basis of Payment of any resulting Contract.</i></p>			
Total Direct Expenses per year for Evaluation Purposes	Firm all-inclusive Mark-up on Direct Expenses as a Percentage	Direct Expenses - Value for evaluation purposes ONLY	Total Evaluated Price
Firm All-Inclusive Direct Expenses Mark-up for the Initial Contract Period	_____ %	\$17,200	\$ _____
Firm All-Inclusive Direct Expenses Mark-up - Option Period 1	_____ %	\$20,800	\$ _____
Total Evaluated Direct Expenses (excluding Applicable Taxes)			\$ _____

Table 3: Limitation of Expenditure - Subcontracted Expenses:

The Bidder must quote a firm all-inclusive Mark-up on Subcontracted Expenses as a percentage in accordance with article 7.5.2.2 Basis of Payment - Subcontracted Expenses in the Resulting Contract Clauses. A value for evaluation purposes only has been provided below for the subcontracted expenses for each period of the Contract, in accordance with the Statement of Work at Annex "A". The Firm All-Inclusive Mark-up for Subcontracted Expenses will form a part of the Basis of Payment of any resulting Contract and subsequent Task Authorization.

Total Subcontracted Expenses per year for Evaluation Purposes	Firm all-inclusive Mark-up on Subcontracted Expenses as a Percentage	Subcontracted Expenses. Value for evaluation purposes ONLY	Total Evaluated Price
Firm All-Inclusive Subcontracted Expenses Mark-up for the Initial Contract Period	_____ %	\$17,200	\$ _____
Firm All-Inclusive Subcontracted Expenses Mark-up - Option Period 1	_____ %	\$20,800	\$ _____
Total Evaluated Subcontracted Expenses (excluding Applicable Taxes)			\$ _____
TOTAL ALL-INCLUSIVE BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES* (TOTAL FROM TABLES 1 - 3)			\$ _____

The BEV is calculated for evaluation purposes and will also form the firm all-inclusive Basis of Payment for any resulting Contract and subsequent Task Authorization. The firm all-inclusive hourly rate for Strategic Communications Services and the Firm All-Inclusive Direct and Subcontracted Expenses Mark-up quoted by the Offeror in Tables 1-3 will also apply to any resulting Contract and subsequent Task Authorization as indicated herein.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Criteria			
Number	Criteria Detail	Compliant / Non-Compliant	Reference to Bidder's Proposal
M1	<p>The Bidder must propose at least one (1) resource for each of the following resource categories:</p> <ul style="list-style-type: none">a) Senior Communications Analystb) Public Relations Managerc) Public Affairs Managerd) Media Relations Manager <p>Each proposed resource, must have a minimum of three (3) years' experience within the last eight (8) years providing services in the category for which they are proposed.</p> <p>In response to M.1, the Bidder must provide the following information for each of the above mentioned resource categories:</p> <ul style="list-style-type: none">1 the name(s) of the proposed resource(s);2 the proposed resource(s) number of years' experience providing the services of the resource category;3 the start and end dates of when the proposed resource(s) gained their experience; and4 a description of the proposed resource(s) experience providing the services of the resource category. <p>The same resource can be proposed for one or more resource categories.</p>		

Mandatory Criteria			
Number	Criteria Detail	Compliant / Non-Compliant	Reference to Bidder's Proposal
M2	<p>The Bidder must have a minimum of five (5) years' experience within the last eight (8) years providing strategic communication support that includes at a minimum the following services:</p> <ul style="list-style-type: none"> a) Public relations; b) Public affairs; c) Issues management support; d) Communication guidance; and e) Social media outreach. <p>To demonstrate the Bidder's experience, the Bidder must provide the following information:</p> <ul style="list-style-type: none"> 1 The start and end date they gained their experience; and 2 A description of their role and responsibilities in providing each service. <p>For the purposes of evaluation, the following definitions apply:</p> <ul style="list-style-type: none"> • Public relations is the process that builds mutually beneficial relationships between organizations and their target audiences. • Public affairs builds and maintains a strong reputation and finds common ground with stakeholders. • Issues management support helps move the organization closer to its goals, empowering managers to anticipate and respond to changes in its external environment. • Communication guidance is the support and development of necessary skills for communication; • Social media outreach is the process of using social networks like Facebook, Twitter and LinkedIn to raise awareness for your brand, content, or to build new relationships. 		

Mandatory Criteria			
Number	Criteria Detail	Compliant / Non-Compliant	Reference to Bidder's Proposal
M3	<p>The Bidder must have experience working with Indigenous leadership or national Indigenous organizations.</p> <p>The Bidder must demonstrate its working experience with each identified group or organization by providing:</p> <ul style="list-style-type: none"> a) a letter of reference from a representative of each listed group or organization; or b) a copy of an invoice; or c) a copy of a contract; or d) other proof of working experience for work performed by the Bidder for each listed group or organization. 		

Summary of Point Rated Technical Criteria	Maximum points	Minimum required points
R.1 Approach and Methodology	100 points	50 points
R.2 Social Media Platform Experience	45 points	24 points
R.3 Experience in Communication and Engagement	40 points	20 points
OVERAL TOTAL	185 points	94 points

To be considered compliant, bidders must obtain the minimum passing mark for each rated criterion. The rating is performed on a scale of **185 points**. Proposals scoring less than **the minimum required points per criteria** will not be given further consideration.

Point Rated Technical Criteria	Bidder's Instructions	Points Allocation	Technical Score
R. 1 Approach and Methodology <div style="text-align: right;"> Maximum Points: 100 points Minimum required points: 50 points </div>			
The Bidder should provide a proposed approach and methodology for conducting the work as detailed in the Statement of Work at Annex 'A'. The Bidder should provide sufficient	<p>At a minimum, Bidder should provide the following information to demonstrate its proposed approach and methodology:</p> <ul style="list-style-type: none"> • provide analysis of the requirement that includes internal factors (strengths and weaknesses) and external factors 	<p>The criterion will be evaluated as follows:</p> <p>0 pts – Unsatisfactory</p> <p>No information is provided.</p> <p>10 pts – Limited</p>	

<p>detail to demonstrate a complete and full understanding of the Statement of Work.</p>	<p>(opportunities and challenges).</p> <ul style="list-style-type: none"> • identify potential risks and mitigation strategies • describe how the approach and methodology will meet the objectives. 	<p>Criterion addressed, however, the Bidder did not provide enough information and/or the proposal did not demonstrate an understanding of the scope and/or most of the information was transcribed from the Statement of Work (SOW) without providing additional information.</p> <p>50 pts – Good</p> <p>The Bidder demonstrates a good understanding of the project's scope and challenges. The Bidder's proposed approach provides a good outline of risks with some solutions. The methodology stands a good chance of achieving the objectives outlined in the SOW.</p> <p>100 pts – Excellent</p> <p>The Bidder demonstrates an excellent understanding of the project's scope and challenges. The Bidder's proposed approach provides an excellent analysis of internal factors such as strengths and weaknesses; and external factors such as opportunities and challenges. The Bidder's proposed approach provides a detailed list of potential risks with mitigation strategies that describe how they will reduce each risk impact severity and/or probability of occurrence. Approach and methodology are likely to effectively achieve the objectives outlined in the SOW.</p>	
--	--	--	--

R.2 Social Media Platform Experience		Maximum Points: 45 points Minimum required points: 24 points	
<p>The Bidder should demonstrate its experience in using social media platforms for communication purposes.</p>	<p>To demonstrate its experience, the Bidder should describe its experience creating, monitoring and maintaining up to three (3) social media platforms within the last three (3) years.</p> <p>For each social media platform, the Bidder should provide the following information:</p> <ul style="list-style-type: none"> a) social media platform description including the objective and the outcome. b) role and responsibility of the Bidder in creating, monitoring and maintaining the platform; c) the start and end date the platform was maintained by the Bidder. <p>Note: If the Bidder provides more than three (3) social media platforms, only the first three (3) examples will be evaluated.</p>	<p>For each social media platform, the following points could be allocated:</p> <p>The social media platform description includes the objective and the outcome. = 6 points</p> <p>The Bidder's role and responsibility describes how they created, monitored and maintained the platform = 6 points</p> <p>The social media platform was created, monitored and maintained within the last 3 years = 3 point</p> <p>Maximum Points for R.2: 15 points per example for a total of 45 points</p>	

R.3 Experience in Communication and Engagement		Maximum Points: 40 points Minimum required points: 20 points	
The Bidder should demonstrate its experience in communication and engagement.	<p>To demonstrate its experience, the Bidder should provide up to four (4) project examples completed within the last five (5) years. Each project example should include a minimum of three (3) of the communication and engagement tasks listed below:</p> <ul style="list-style-type: none"> - A media release - A communication plan - Incoming message management - Social Media guidance and policies - Search engine optimization - Content creation for social media, i.e. Facebook, Twitter <p>For each project example, the Bidder should provide the following information:</p> <ol style="list-style-type: none"> a) list of all communication and engagement tasks performed by the Bidder; b) start and end date of the project example; and c) a description of the project example that includes the objectives, issues and the outcomes. <p>Note: If the Bidder provides more than four (4) project examples, only the first four (4) project examples will be evaluated.</p>	<p>For every project example, the following points could be allocated:</p> <p>Project example includes at least three (3) of the communication and engagement tasks = 3 points</p> <p>Project example includes more than 3 of the communications and engagement tasks = 1 point</p> <p>Bidder provided all the required information = 2 points</p> <p>The project example occurred within the last five (5) years = 2 points</p> <p>The description of the project example includes the, objectives, issues and the outcomes = 2 points</p> <p>Maximum Points for R.3: 10 points per example for a total of 40 points</p>	

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 94 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 185 points.
2. Bids not meeting (a) or (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
5. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
6. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition.

5.2.2.2 Status and Availability of Resources

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. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to 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.

5.2.2.4 Education and Experience

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.

PART 6 – SECURITY AND FINANCIAL REQUIREMENTS

6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. 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.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4007 (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

The related security clauses will be included in an amendment to the Request for Proposal in accordance with the SRCL found in Annex D.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2018 inclusive.

7.4.3 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.4 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Raihanna Deen
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert Street
Ottawa, ON K1A 0S5 F

Telephone: 613-990-4033
Facsimile: 613-991-5870
E-mail address: Raihanna.Deen@pwgsc-tpsgc.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.

7.5.2 Project Authority

The Project Authority will be identified in the resulting Contract.

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

7.5.3 Contractor's Representative

The Contractor's Representative will be identified in the resulting Contract.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

The Contractor will be paid in accordance with the Basis of Payment at Annex "B", for Work performed pursuant to the Task Authorization and subject to acceptance by the Project Authority.

7.7.1 Firm Hourly Rates – Strategic Communication Services

For the Strategic Communication Services associated with the Work described in the Statement of Work in Annex "A" and subsequent Task Authorizations:

The Contractor is subject to the Applicable Laws as outlined in article 7.11 of the Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

In consideration of the Contractor satisfactorily completing its obligations under each Task Authorization, the Contractor will be paid firm hourly rates in accordance with B.1 of the Annex "B" Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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 their incorporation into the Work.

7.7.2 Basis of Payment – Direct and Subcontracted Expenses

7.7.2.1 Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. Direct expenses will be charged at net cost with a *(to be inserted upon contract award)* % mark-up to cover overhead and profit in accordance with B.2 of the Annex B Basis of Payment.

7.7.2.2 Subcontracting

All subcontracted requirements must be provided at net cost with a *(to be inserted upon contract award)* % mark-up to cover overhead and profit in accordance with B.2 of the Annex B Basis of Payment.

Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

7.7.3 Basis of Payment – Travel and Living Expenses

For the Contractor's Travel and Living Expenses associated with the Work described in the Statement of Work in Annex "A" and individual Task Authorizations.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<https://www.njccnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, in accordance with B.3 of the Annex B Basis of Payment. Applicable taxes are extra.

7.7.4 Basis of Payment – Limitation of Expenditure – Task Authorizations

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ *(to be inserted upon contract award)*. Customs duties are subject to exemption and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.6 Monthly Payments

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

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

7.7.7 Electronic Payment of Invoices – Contract

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

The Electronic Payment Instruments will be identified in the resulting Contract.

7.7.8 Discretionary Audit

SACC Manual clause C0705C (2010-01-11) - Discretionary Audit

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 SACC Manual Clauses

SACC Manual clause [A3060C](#) (2008-05-12) - Canadian Content Certification

7.10 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Senior Communications Analyst: _____

Public Relations Manager: _____

Public Affairs Manager: _____

Media Relations Manager: _____

7.11 Applicable Laws

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

7.12 Priority of Documents

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

- a) the Articles of Agreement;
- b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- c) the general conditions 2035 (2016-04-04), Higher Complexity – Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Electronic Payment Instruments
- g) Annex D, Security Requirements Check List;
- h) the signed Task Authorizations (including all of its annexes, if any); and
- i) the Contractor's bid dated _____.

7.13 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A

STATEMENT OF WORK

Strategic Communications Services

1. **Title:**

Strategic Communications Services for the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG)

2. **Objective:**

The objective of this requirement is to provide strategic communication support on an ongoing basis to the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG) through the implementation of a communication strategy which has already been developed for the National Inquiry.

3. **Background:**

The Government of Canada launched an independent National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG) which is independent from the Canadian Federal Government. The National Inquiry was launched on September 1, 2016. The nature of our mandate, which is to work directly and indirectly with survivors of gender-based violence, as well as with families of missing and murdered indigenous women, girls, transgender and two-spirit people, warrants a special focus on communications with the many stakeholders to the National Inquiry.

4. **Scope of Work:**

The Contractor must provide ongoing strategic communication support to the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG) to support clear and appropriate information sharing with stakeholders to the national inquiry with the objective of assisting the National Inquiry to meet their mandate and terms of reference.

Communications advice and products developed must:

- Focus on weaving families, communities, institutions and nations back together;
- Take a holistic approach and recognize the effects of intergenerational trauma caused by Canada's legacy of colonialism;
- Conduct open and honest conversations;
- Keep stakeholders informed of the work.

Work will include:

- Review Phase
 - Review and familiarization with the Communication Strategy developed for the National Inquiry
 - Analysis of the Canadian and Indigenous media environment and existing communication tools the National Inquiry has created
- Public Relations
 - Confirm key audiences and communication methodologies for multiple audiences
 - Key messages – development and delivery strategies
 - Press list (national media and Indigenous media) – review and refinement
 - Analysis of landscape to identify columnists and key opinion leaders communicating about the National Inquiry
 - Communications plan – leverage the existing strategy to develop a clear plan with short, medium and longer term goals
 - Events – develop targeted communication approaches and tools for events planned by the National Inquiry

- **Public Affairs**
 - Social acceptability approach – identify approaches and tools that are appropriate for the audience and subject matter
 - Undertake mapping of stakeholders to the National Inquiry to identify groupings such as: Canada, federal and provincial/territorial etc.
 - Develop community relations strategy(ies) – while being mindful of stakeholder groups and regional differences
 - Creation of a sustainable communications links with stakeholders and Indigenous communities to provide appropriate ongoing communications as the National Inquiry advances its work
- **Crisis Management – as required**
 - Prevention: to manage communication approaches and tools to defuse issues to minimize the impact to the National Inquiry
 - Crisis and issue management – as required, to respond to unplanned events that may emerge during the work of the National Inquiry for example, response to media stories, incidents that occur at meetings and events convened by the national inquiry
- **Strategic Guidance**
 - Guidance for Commissioners and Managers of the National Inquiry on approach and style for specific communications
- **Social Media**
 - Create a communications strategy and use policies to support the use of social media to enhance the work of the National Inquiry
 - Develop content and manage updates to social media tools on an ongoing basis
 - Identify strategies to manage editorial comments and feedback via social media

5. Key Activities:

The Contractor must provide strategic communication services to support the National Inquiry's communications activities within Canada. This includes the development and execution of external communication strategies, products and communications advice to support and promote the National Inquiry's strategic objectives. This requirement also includes development of proactive media relations and issues management support from a communications perspective.

The Contractor must develop and oversee the execution of a media relations strategy including outreach and coverage of community hearings, designed to enhance and promote the Inquiry's image both regionally and nationally. In addition, the Contractor must work with the National Inquiry to strategize, write, research, edit, produce and disseminate a wide range of print, digital and social media communications product.

6. Contractor Responsibilities:

The Contractor must provide ongoing strategic communications support by:

- 1) Reviewing the tools the National Inquiry has in place to receive communication /messages from the public and assess the tools, processes in place to manage and process incoming information and make recommendations for change, if required. Due to current operational requirements this may be required within as little as two (2) weeks of contract award but will be confirmed in the Task Authorization issued by the Project Authority.
- 2) Developing strategies and potentially tools to provide communication outreach to remote communities and communities otherwise removed from traditional media access through platforms that prove successful in isolated areas such as social media or on the ground strategies for communications with people in unfixed housing. Due to current operational requirements this may be required within as little as two (2) weeks of contract award but will be confirmed in the Task Authorization issued by the Project Authority.

- 3) Developing key performance indicators to measure and benchmark communication approaches with the objective of further leveraging methods or styles that resonate with stakeholders and target audiences. . Due to current operational requirements this may be required within as little as two (2) weeks of contract award but will be confirmed in the Task Authorization issued by the Project Authority.
- 4) Conducting research to identify a list of key influencers to the work of the National Inquiry and develop communications approaches, tools and products to interact with these influencers.
- 5) Developing regular communications messages and products for social media accounts (website, Facebook, twitter) and manage the accounts to ensure appropriate monitoring and response rate.
- 6) Assisting the National Inquiry Commissioners and Management to develop ongoing and mutually-beneficial relationships with key journalists and producers who report on issues relevant to the mandate of the National Inquiry.
- 7) Providing communications support and coaching to Commissioners or identified spokesperson(s) within the National Inquiry for media interviews or appearances. Support will also include development of a strategy on how to deal with media requests on an ongoing basis. Due to current operational requirements this may be required within as little as two (2) weeks of contract award but will be confirmed in the Task Authorization issued by the Project Authority.
- 8) Providing communications support to address issues that may arise as the work of the National Inquiry is conducted. Support will include development of communication products such as prepared statements, FAQ's, etc.
- 9) Identifying opportunities to engage with communities or regions to provide targeted information or advice of specific events and develop appropriate tools and communications products.

7. Travel Requirements / Work Location:

The majority of Work shall be performed from the Contractor's premises. Any requirements for travel must be preauthorized by the Project Authority.

8. Deliverables

The Contractor must provide:

- 1) Communication strategies and tools
- 2) A list of key influencers to the work of the National Inquiry
- 3) Communication approaches, tools and products that will interact with key influencers
- 4) Regular communications messages and products for social media accounts

9. Reports

Provide a weekly tracker report to the Project Authority by noon every Friday, Pacific Time detailing actions undertaken during the week and noting outstanding items

10. Constraints

The Contractor must be available to respond to requests from the Management team of the Commission from 8:00 to 4:00pm across all Canadian time zones.
This requirement will not be used for any paid advertising.

Solicitation No. - N° de l'invitation
35035-171079/A
Client Ref. No. - N° de réf. du client
35035-171079

Amd. No. - N° de la modif.
File No. - N° du dossier
CX026 35035-171079

Buyer ID - Id de l'acheteur
CX026
CCC No./N° CCC - FMS No./N° VME

11. Language Requirements:

The service shall be provided in English. The National Inquiry will be responsible for any translation requirements. It would be an asset if the resource is Bilingual in Canadian English or French, or have a capability in one of Canada's aboriginal languages.

ANNEX B

BASIS OF PAYMENT

B.1. Firm Hourly Rates – Strategic Communications Services

The Contractor will be paid firm fixed all-inclusive hourly rates for the required Strategic Communications Services. The firm all-inclusive firm fixed all-inclusive hourly rates will form part of any resulting Contract and task authorizations.

The firm fixed hourly rates charged for Strategic Communications Services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined in article 10 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive hourly rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

For the purposes of this Contract, "time in transit" is defined as the length of time (in 30 minute increments) that is required for the Contractor to travel from the Contractor's facilities to the final destination (or vice versa). The means of transportation selected must be in accordance with the National Joint Council Travel Directive. Time in transit (excepting local travel and unless otherwise specifically provided for in the task authorization) is subject to verification by and the approval of the Client. Reasonable rest periods will be permitted at the discretion of the Client. Where it is deemed that the Contractor may charge labour fees for time in transit, the Contractor will only be paid for the actual time in transit as defined above, including reasonable rest periods.

There is no provision for overtime under this Contract.

Table B.1.a – Strategic Communications Services – Initial Period	
	Firm all-inclusive hourly rate
Senior Communications Analyst	\$
Public Relations Manager	\$
Public Affairs Manager	\$
Media Relations Manager	\$
Graphic Designer	\$

Solicitation No. - N° de l'invitation
35035-171079/A
Client Ref. No. - N° de réf. du client
35035-171079

Amd. No. - N° de la modif.
File No. - N° du dossier
CX026 35035-171079

Buyer ID - Id de l'acheteur
CX026
CCC No./N° CCC - FMS No./N° VME

Table B.1.b – Strategic Communications Services – Option Period 1	
	Firm all-inclusive hourly rate
Senior Communications Analyst	\$
Public Relations Manager	\$
Public Affairs Manager	\$
Media Relations Manager	\$
Graphic Designer	\$

B.2. Direct and Subcontracted Expenses

The Contractor will be paid a firm all-inclusive percentage mark-up on Direct and Subcontracted Expenses.

The firm all-inclusive percentage mark-up for Direct and Subcontracted Expenses Mark-up forms part of the resulting Contract and any subsequent task authorization.

B.2.1 Direct Expenses

Table B.2.a – Direct Expenses – Initial Period	
Firm All-Inclusive Percentage Mark-up on Direct Expenses	%

Table B.2.b – Direct Expenses – Option Period 1	
Firm All-Inclusive Percentage Mark-up on Direct Expenses	%

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier and shipping fees.

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work.

Direct expenses will be charged at net cost with a **percentage mark-up in accordance with B.2.1** to cover overhead and profit.

All expenses, general and administrative, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports; photocopying; courier and telephone charges; local travel and the like) are to be included in the prices for professional services identified herein, and will not be permitted as direct expenses under the Contract.

B.2.2 Subcontracting

Table B.2.a –Subcontracted Expenses – Initial Period	
Firm All-Inclusive Percentage Mark-up on Subcontracted Expenses	%

Table B.2.b –Subcontracted Expenses – Option Period 1	
Firm All-Inclusive Percentage Mark-up on Subcontracted Expenses	%

Subcontracted items include any expenses incurred during the performance of the Work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods/services. Subcontracted items may include, but are not limited to, the following: the

venue, audio/video equipment rental, simultaneous interpretation equipment rental, commercial transportation, hospitality, facilitators, note takers, translation services, travel and living for event participants, on-site printing, signage, etc.

All subcontracted requirements will be provided at net cost with a **percentage mark-up in accordance with B.2.2** to cover overhead and profit.

Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the contract.

For each subcontracted service over \$25,000 (taxes included) the Contractor must obtain competitive bids from no fewer than three (3) outside suppliers. The Contractor must provide to the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

B.3 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Solicitation No. - N° de l'invitation
35035-171079/A
Client Ref. No. - N° de réf. du client
35035-171079

Amd. No. - N° de la modif.
File No. - N° du dossier
CX026 35035-171079

Buyer ID - Id de l'acheteur
CX026
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

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

Solicitation No. - N° de l'invitation
35035-171079/A
Client Ref. No. - N° de réf. du client
35035-171079

Amd. No. - N° de la modif.
File No. - N° du dossier
CX026 35035-171079

Buyer ID - Id de l'acheteur
CX026
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECKLIST

See attached below.

Solicitation No. - N° de l'invitation
35035-171079/A
Client Ref. No. - N° de réf. du client
35035-171079

Amd. No. - N° de la modif.
File No. - N° du dossier
CX026 35035-171079

Buyer ID - Id de l'acheteur
CX026
CCC No./N° CCC - FMS No./N° VME

ANNEX E

TASK AUTHORIZATION FORM PWGSC-TPSGC 572



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
Annexe

Task Authorization Autorisation de tâche		Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶		
For Revision only - Aux fins de révision seulement		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.		
Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.		
1. Required Work: - Travaux requis :		
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

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

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRES SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).