



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

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

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

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

Title - Sujet Recruitment Services	
Solicitation No. - N° de l'invitation EN578-180047/C	Date 2017-11-16
Client Reference No. - N° de référence du client 20180047	
GETS Reference No. - N° de référence de SEAG PW-\$\$XQ-006-31979	
File No. - N° de dossier 006xq.EN578-180047	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-28	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Crober, Robert	Buyer Id - Id de l'acheteur 006xq
Telephone No. - N° de téléphone (819) 420-2228 ()	FAX No. - N° de FAX (819) 956-1206
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Information Management/Information Technology -
IM/IT/Gestion de l'Information -Technologie de
l'Information-GI/TI

11 Laurier St. / 11, rue Laurier

12C1, Place du Portage III

Gatineau

Quebec

K1A 0S5

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

REQUEST FOR PROPOSAL

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Summary
- 1.2 Security Requirement
- 1.3 Statement of Work
- 1.4 Debriefings
- 1.5 Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries
- 2.5 Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - CONTRACT AND RESULTING CONTRACT CLAUSES

A. CONTRACT

- 6.1 Security Requirement
- 6.2 Statement of Work
- 6.3 Standard Clauses and Conditions
- 6.4 Periodic Usage Reports – Contracts with Task Authorizations
- 6.5 Term of Contract
- 6.6 Authorities
- 6.7 Identified Users
- 6.8 Proactive Disclosure of Contracts with Former Public Servants
- 6.9 Payment
- 6.10 Certifications
- 6.11 Applicable Laws
- 6.12 Priority of Documents
- 6.13 Insurance

Solicitation No. - N° de l'invitation
EN578-180047/C
Client Ref. No. - N° de réf. du client
20180047

Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
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CCC No./N° CCC - FMS No./N° VME

Annexes:

Annex A Statement of Work
Annex B Basis of Payment
Annex C Security Requirements Check List
Annex D Task Authorization Form
Annex E Non-Disclosure Agreement

Solicitation Appendixes:

Appendix A to Part 4 - Evaluation Criteria
Appendix B to Part 3 - Electronic Payment Instruments
Appendix C to Part 4 – Bid Price Worksheet

PART 1 - GENERAL INFORMATION

1.1 Summary

To provide a range of recruitment services that would be complementary to existing staffing methods that will continue to be used in parallel. This is a pilot project.

It is estimated that there will be a shortage of individuals for PG level procurement positions during the coming years. As a result, Canada estimates that it will require approximately 20 individuals per calendar year. This volumetric data is provided to Bidders purely for informational purposes. Although it represents the best information currently available, Canada does not guarantee that this estimate is complete or free from error. Canada will continue using internal staffing methods in parallel to the process provided in the Statement of Work. Initially, this would be used for level PG 04 Procurement Specialist, but may be considered for other PG level positions. The contractor would be used to assist with a range of recruitment services as described in the Statement of Work.

The service would be for an initial period of one year with one, 1 - year option period to follow.

1.2 Security Requirement

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding.

2.2 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.

1.3 Statement of Work

The Work to be performed is detailed under Article 1 of the resulting contract clauses (Statement of Work at Annex A).

1.4 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.

Solicitation No. - N° de l'invitation
EN578-180047/C
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CCC No./N° CCC - FMS No./N° VME

1.5 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), and the Free Trade Agreement with Peru/Columbia/Panama.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the RFP and accept the clauses and conditions of the Contract.

The 2003 (2017-04-27), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFP.

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

Delete: sixty (60) days

Insert: one hundred eighty (180) days

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 Request for Proposal.

Due to the nature of the Request for Proposal, transmission of bids 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 - Request for Proposal

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

Bidders should reference as accurately as possible the numbered item of the RFP 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 bidders 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.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy and 2 soft copies on a USB flash drive)

Section II: Financial Bid (1 hard copy and 2 soft copies on a USB flash drive)

Section III: Certifications (1 hard copy and 2 soft copies on a USB drive)

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

- (a) Use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) Use a numbering system that corresponds to that of the Request for Proposal.

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>).

To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 the technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit the financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If the Bidder is willing to accept payment of invoices by Electronic Payment Instruments, complete Appendix B to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Appendix B to Part 3 - 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 II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criterion

To be declared responsive, a bid must meet the Mandatory Technical Criterion as detailed in Appendix A to Part 4 of the bid solicitation.

4.1.1.2 Point Rated Technical Criteria

As detailed in Appendix A to Part 4 of the bid solicitation.

4.1.2 Financial Evaluation

- 1. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- 2. The proposal with the lowest Total Evaluated Bid Price for the Professional Fees, as provided in the Bid Price Worksheet will be awarded a maximum of 45 points (Appendix C, 1.1). The lowest Discount Fee Percentage provided in Appendix C 1.2, will be awarded a maximum of 5 points. The maximum combined financial points will be 50 points. The remaining proposals will have their Total Evaluated Bid Prices prorated against the lowest Total Evaluated Bid Price. The following formula will be applied, and rounded to two decimal places:

- a) Professional Fees:

Lowest Professional Fees Bid Price x 45 points = Total Professional Fee Financial Score

Bidder's Total Professional Fees maximum Bid Score is 45 points.

Example: Bidder Total Financial Score

In the example below, \$20 is the Lowest Total Evaluated Bid Price. The Total Financial Score is determined by dividing lowest Evaluated Total Bid Price by the Bidders Evaluated Total Bid Price, and multiplying by 50 points.

Bidder 1 Total Bid Price is \$20: $(20/20)*45 = 45.00$ points

Bidder 2 Total Bid Price is \$25: $(20/25)*45 = 36.00$ points

Bidder 3 Total Bid Price is \$35: $(20/35)*45 = 25.71$ points

- b) Discount Fee Percentage for Appendix C, 1.2:

Lowest Discount Fee Percentage x 5 points = Total Discount Fee Percentage Financial Score

Bidder's Discount Fee Percentage maximum score is 5 points.

Example: Bidder Discount Fee Percentage Score

In the example below, 80% is the Lowest Discounted Fee Percentage. The Total Financial Score is determined by dividing lowest Discounted Fee Percentage by the Bidders Discounted Fee Percentage, and multiplying by 5 points.

Bidder 1 Discounted Fee Percentage is 80%: $(80/80)*5 = 5.00$ points

Bidder 2 Discounted Fee Percentage is 85%: $(80/85)*5 = 4.71$ points

Bidder 3 Discounted Fee Percentage is 95%: $(80/95)*5 = 4.21$ points

In this example each Bidder received:

Bidder 1: 50 points + 5 points = 50 points

Bidder 2: 36 points + 4.71 points = 40.71 points

Bidder 3: 25.71 points + 4.21 points = 29.92 points

3. Bidders must complete the Bid Price Worksheet attached in Appendix C to Part 4.

4.2 Basis of Selection

Before issuance of a contract, the following conditions must be met:

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria.
2. Bids not meeting (choose "1(a) and 1(b)" 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 50% for the technical merit and 50% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 50%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 50%.
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 50/50 ratio of technical merit and price, respectively. The total available points equals 220 and the lowest evaluated bid price is \$20,000.00.

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	200	190	210
Bid Evaluated Price	\$20,000.00	\$25,000.00	\$35,000.00

Solicitation No. - N° de l'invitation
EN578-180047/C
Client Ref. No. - N° de réf. du client
20180047

Amd. No. - N° de la modif.
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006xq.EN578-180047

Buyer ID - Id de l'acheteur
006xq
CCC No./N° CCC - FMS No./N° VME

Calculations - Technical	$200/220 \times 50 = 45.45$	$190/220 \times 50 = 43.18$	$210/220 \times 50 = 47.73$
Calculations - Pricing	$20/20 \times 50 = 50.00$	$20/25 \times 50 = 40.00$	$20/35 \times 50 = 28.57$
Combined Rating	95.45	83.18	76.30
Overall Rating	1 st	2 nd	3 rd

PART 5 - CERTIFICATIONS

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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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.

5.2.3.2 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 - RESULTING CONTRACT CLAUSES

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

A. CONTRACT

6.1 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to Protected information, assets or sensitive work site(s) must each hold a valid Reliability Status, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor personnel may not have access to (Classified/Protected) information or assets, and may not enter sites where such information or assets are kept, without an escort.

3. The Contractor must not remove any Protected information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - (b) Industrial Security Manual (Latest Edition) <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 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 30 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.

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.

6.5 Term of Contract

6.5.1 Period of the Contract

The Contract will remain valid from the date of signing for a period of one (1) year.

6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one 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 60 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.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisitions Branch
Directorate: _____
Address: _____

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

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

6.6.2 Project Authority (*entered at time of issuance*)

The Project Authority for the Contract is:

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

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

Solicitation No. - N° de l'invitation
EN578-180047/C
Client Ref. No. - N° de réf. du client
20180047

Amd. No. - N° de la modif.
File No. - N° du dossier
006xq.EN578-180047

Buyer ID - Id de l'acheteur
006xq
CCC No./N° CCC - FMS No./N° VME

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.

6.6.3 Contractor's Representative (*entered at time of issuance*).

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

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

6.7 Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

6.8 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 websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.9 Payment

6.9.1 Basis of Payment

For the Work described in Annex A - Statement of Work:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price as per prices in Annex B, Basis of Payment. Applicable Taxes are extra.

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

6.9.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

6.9.3 Electronic Payment of Invoices – Contract (*entered at time of issuance*)

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

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

6.9.4 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 the invoices and receipts
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.

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Applicable Laws

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

Solicitation No. - N° de l'invitation
EN578-180047/C
Client Ref. No. - N° de réf. du client
20180047

Amd. No. - N° de la modif.
File No. - N° du dossier
006xq.EN578-180047

Buyer ID - Id de l'acheteur
006xq
CCC No./N° CCC - FMS No./N° VME

6.12 Priority of Documents

If there is a discrepancy between the wordings 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 the Request for Proposal;
- (b) the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex E, Non-Disclosure Agreement
- (f) Annex C, Security Requirements Check List;
- (g) Task Authorization

6.13 Insurance

G1005C (2016-01-28), Insurance forms part of the contract.

ANNEX A

STATEMENT OF WORK

1. Title

Recruitment of Procurement Supply Specialists primarily for Public Services and Procurement Canada (PSPC) but may be used by other Government Departments.

1.1 Purpose

To provide a range of recruitment services on an ongoing basis during the contract period for Procurement Supply Specialist (classification PG 04) within the Acquisitions Branch of PSPC for the National Capital Region (NCR).

2. Scope of Work

2.1 PSPC requires a Contractor to provide ongoing recruitment services of Procurement Supply Specialist which could include any or all of the following activities:

- a) Comprehensive Search;
- b) Advertising/Marketing;
- c) Screening, Assessment and Identification, and Short-listing of Candidates;
- d) Prepare interview packages and other related duties; and
- e) Reference Checks.

The range of services selected will be determined by PSPC during the contract period.

2.2 Tasks/Technical Specifications for Appointment-Focused Processes to be completed following contract award.

For each of the activities provided in 2.1, the Contractor will:

- 2.2.1 Develop an in-depth understanding of the requirements, qualifications, experience, knowledge and personal suitability factors that are essential or desired related to the position to be staffed, and work with the Project Authority to update and finalize the selection criteria for the position;
- 2.2.2 Present to the Project Authority, within four weeks of contract award, a detailed work plan which will include a list of activities and recruitment options, with specific dates that they are to be carried out and completed, along with details of assessment and screening tools and methodology to be used in the search and recruitment processes;
- 2.2.3 Provide the Project Authority with a list of target markets, regions, associations or groups of individuals deemed suitable for consideration and to be contacted to determine interest and suitability;
- 2.2.4 Present an initial progress report to the Project Authority within two (2) to four (4) weeks (to be determined by the Project Authority) in order to confirm that the search process is developing according to expectations, the critical path and the work plan, and to discuss the appropriateness of targeted regions, companies, associations, employment equity groups and individuals;
- 2.2.5 Prepare reference material packages for potential candidates (e.g., regarding the organization and position) and reference material packages for the Interview Selection Committee members in preparation for interviews and meetings; and
- 2.2.6 Reconfirm with the Project Authority or his/her representative thereafter, verbally or in writing on a bi-weekly or more frequent basis (as determined by the Project Authority) that the process steps are unfolding as planned and if need be, to redefine the selection process direction.

3.0 Comprehensive Search

The Contractor will:

- 3.0.1 Research, complete and document a systematic and comprehensive search of target markets, regions, companies, associations and individuals and present findings to the Project Authority (the "search and target" process); and
- 3.0.2 The search and target process must be documented and the documentation provided to the Project Authority following the initial recruitment wave. A final report that provides a summary of the success rate of the target areas for this wave may be requested by the Project Authority, at the conclusion of the initial search and target process.

3.1 Advertising/Marketing

The Contractor will:

- 3.1.1 Develop for consideration and approval by the Project Authority, advertising/awareness campaigns, such as professional association journals or selected publications, relevant association websites, and electronic job advertising sites This must be provided to the Project Authority, for review and approval, in advance of distribution; and
- 3.1.2 As determined by the Contractor, undertake placement and timing of media advertising of the position in the media (if required and approved in writing by the Project Authority) including but not limited to placing ads in: newspapers, bulletins, professional association journals or select publications, relevant association websites and electronic job advertising sites.

3.2 On an ongoing basis during the Contract Period provide Screening, Assessment and Identification, and Short-listing of Candidates:

The Contractor must:

- 3.2.1 Identify candidates through the search and target process, including by receiving applications and referrals from the advertising/awareness campaigns or indirect and direct recruitment and outreach;
- 3.2.2 Review proposed methodology to assess candidates with the Project Authority;
- 3.2.3 Screen and conduct a preliminary assessment of these candidates against the selection criteria developed for the position;
- 3.2.4 Determine the candidates' level of interest, and make recommendations to the Project Authority for further follow-up;
- 3.2.5 Provide the Project Authority with curriculum vitae (CVs) of all candidates identified during the above activities;
- 3.2.6 Provide the Project Authority with a long-list of candidates at least one week in advance of distribution, indicating each individual's potential suitability for the position, based on the selection criteria developed for the position and the contractor's assessment;

- 3.2.7 Review list of potential candidates with the Project Authority, offering expert advice and counsel so that the most suitable prospective candidates for the position are considered for further assessment;
- 3.2.8 Arrange meeting and/or teleconferences with the Project Authority to review the list of candidates and determine the short-list of candidates to be invited for interviews. Material for meetings must be provided to the Project Authority at least one week in advance; and
- 3.2.9 Work with the Project Authority to finalize a short-list of candidates for further assessment and consideration.

3.3 Interviews

The Contractor will:

- 3.3.1 Prepare, in consultation with the Project Authority, all interview documentation such as assessment reports and final reports. "Interview documentation" also includes any information provided to candidates either in advance or at the time of the interview, and includes packages or binders for selection committee members with all information relevant to the interviews, whether or not it has been provided at other times during the process (e.g., materials could include: interview schedule, information regarding the organization and position, the CVs and any pre-assessments of candidates being interviewed, interview guidelines, the interview questions, the selection criteria and copies of published advertisements);
- 3.3.2 Arrange, in consultation with the Project Authority, formal interviews of identified candidates, including interview schedules.

3.4 Reference Checks

For each candidate that has passed the interview phase and is proposed for consideration for appointment by the Government, the Contractor will:

- 3.4.1 Confirm data such as education, employment dates, positions held, and reasons for leaving previous positions;
- 3.4.2 Conduct, in consultation with the Project Authority, reference checks, using a methodology approved by the Project Authority;
- 3.4.3 Provide the results of the reference checks and other data checks undertaken to the Project Authority; and
- 3.4.4 Prepare and submit to the Project Authority written reports detailing the outcomes of data and reference checks, within one week of their completion.

4. Additional Deliverables

The Contractor must:

- 4.1 a) Provide the services (written and oral) in both official languages, as required, throughout the project.

b) Provide simultaneous translation services if required, and approved in advance by the Project Authority; and

- 4.2 Provide the Project Authority with a final report of the search process, outlining the recruitment strategy, copies of media advertisements, including the publication schedules, the number of individuals contacted, the number and names of all applicants and referrals, and other information relevant to the search process, including names of candidates for which reference checks were completed.
- 4.3 Provide (if required and approved in writing by the Project Authority) simultaneous translation services for interviews.
- 4.4 Ensure that confidentiality and privacy requirements are not breached in respect of candidate's personal information.

5. Non-Disclosure Agreement

As the Contractor will have access to confidential and sensitive information the non-disclosure agreement at Annex E must be signed before access to such information is given.

6. Guideline on Staffing and Recruitment

The Contractor must comply with Canada's Guideline on Staffing and Recruitment as defined at <https://www.canada.ca/en/government/publicservice/staffing.html>.

7. Screening to Be Performed by Contractor

The Contractor will perform a range of screening service activities of individuals that will be based solely on the experience and competencies. No written knowledge test and simulation exercise are envisaged.

Required Experience for PG-04

Must have acquired 24 months experience during the last five (5) years in at least four (4) of the following six (6) experience factors:

- Experience in providing advice and support to clients on issues related to procurement;
- Experience in developing or implementing procurement strategies;
- Experience in the preparation of approval documents related to procurement;
- Experience in the preparation of solicitation documents for goods or services;
- Experience in conducting bid evaluations;
- Experience in negotiating with suppliers;
- Experience in awarding contracts or establishing methods of supply (e.g. standing offers, supply arrangement), or managing contracts or methods of supply

Required Competencies for PG-04

- Client Service Competency (Level 1)
- Adaptability and Change Management (Level 2)
- Communication (Level 2)
- Engagement (Level 2)
- Integrity and Respect (Level 2)
- Excellence Through Results (Level 2)
- Working Effectively with Others (Level 2)
- Work Management (Level 2)
- Thinking Things Through (Level 2)

ANNEX B

BASIS OF PAYMENT

1. Professional Fees

- 1.1 During contract period 1, for the service described in the Statement of Work, for each potential candidate recommended for the interview stage, the Contractor will be paid for work satisfactorily completed in the amount of:

	Activity	Contract Year 1 Fee per Candidate	Contract Year 2 Fee per Candidate
a)	Comprehensive Search	\$	\$
	Advertising/Marketing		
b)	Screening, Assessment and Identification, and Short-listing Candidates	\$	\$
	Prepare Interview packages and other related duties		
	Reference Checks		
	Total Bid Price	\$	\$

These amounts include all expenses for the recruitment activities. Applicable Taxes are extra.

- 1.2 If a recruited candidate does not accept the position offered by PSPC, resigns within twelve (12) months of the effective date of the appointment to a PSPC position, or is terminated for cause by PSPC within twelve (12) months of the effective date of the appointment to the PSPC position, the Contractor must provide an alternate candidate at _____ **(to be completed at contract issuance)** percent of the fees identified in 1.1.

Solicitation No. - N° de l'invitation
EN578-180047/C
Client Ref. No. - N° de réf. du client
20180047

Amd. No. - N° de la modif.
File No. - N° du dossier
006xq.EN578-180047

Buyer ID - Id de l'acheteur
006xq
CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
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	2. Branch or Directorate / Direction générale ou Direction
---	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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) No / Non 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. No / Non 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? No / Non 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"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat

 Security Classification / Classification de sécurité
 UNCLASSIFIED
PART A (continued) / PARTIE A (suite)
 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No 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

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

Special comments:

Commentaires spéciaux : _____

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

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

 10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? 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



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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	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).



Contract Number / Numéro du contrat

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)		Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date

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

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

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?				<input type="checkbox"/> No Non	<input type="checkbox"/> Yes 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	
		Saumur, Jacques 0		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date

Digitally signed by Saumur, Jacques 0
DN: c=CA, o=GC, ou=PWGSC-TPSGC,
cn=Saumur, Jacques 0
Date: 2017.02.03 14:46:41 -05'00'

Jacques Saumur
Contract Security Officer
Contracts Security Division | Division des contrats sécurité /
Contract Security Program | Programme de sécurité des contrats /
Public Services and Procurement Canada | Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Solicitation No. - N° de l'invitation
 EN578-180047/C
 Client Ref. No. - N° de réf. du client
 20180047

Amd. No. - N° de la modif.
 File No. - N° du dossier
 006xq.EN578-180047

Buyer ID - Id de l'acheteur
 006xq
 CCC No./N° CCC - FMS No./N° VME

ANNEX D

TASK AUTHORIZATION FORM

TASK AUTHORIZATION FORM		
Contractor:	Contract Number:	
Task Authorization No:	Date:	
Requirement:		
1.0 DESCRIPTION OF WORK TO BE PERFORMED		
2.0 PERIOD OF SERVICES	From:	To:
3.0 WORK LOCATION	Contractor	
4.0 TRAVEL REQUIREMENTS	Not applicable	
5.0 OTHER CONDITIONS/ RESTRAINTS	<i>(check as applicable & specify under TA Appendix 1)</i> Not applicable Applicable	
6.0 TA PROPOSAL REQUIREMENTS:	Required Documentation: <i>(check as applicable)</i> WBS required: Work Plan required: Other documentation required: (specify)	
7.0 Pricing:		
7.1 Labour: (check as applicable)		
(a) Firm Price: The following price is an all-inclusive firm price. (Original TA only)		
(b) Limitation of Expenditure: The following price is subject to a limitation of expenditure and shall not exceed the amount specified in this Task Authorization, unless otherwise authorized by the Contracting Authority via an amendment to this Task Authorization.		

Solicitation No. - N° de l'invitation
 EN578-180047/C
 Client Ref. No. - N° de réf. du client
 20180047

Amd. No. - N° de la modif.
 File No. - N° du dossier
 006xq.EN578-180047

Buyer ID - Id de l'acheteur
 006xq
 CCC No./N° CCC - FMS No./N° VME

(c) Cost Reimbursable to a Ceiling price: The following price is an interim ceiling price subject to downward negotiation. Any amounts found owing to Canada due to the downward negotiation of the ceiling rates shall either be repaid promptly to Canada within 15 calendar days or offset against future services cost, at Canada's sole discretion. All payments are subject to Government Audit.	
Sub-total: Labour	
7.2 Additional Costs: <i>(check as applicable)</i>	
(a) Sub-contracting/materials: Direct costs related to sub-contracting & materials, reasonably and properly incurred as part of the Work carried out under this Task Authorization shall be reimbursed in accordance to the markup rate stated in f Annex B, Basis of Payment of the Contract. All costs must be supported by receipts and/or documentation.	
Sub-contracting/Materials	
Sub-total: Additional Costs	
Sub-total: 7.1 + 7.2 (taxes extra)	
Applicable Taxes	
Firm Price	Limitation of Expenditure Price
Cost Reimbursable to a Ceiling Price	TOTAL COST
8.0 BASIS/TERMS OF PAYMENT	
The Service Provider shall be paid the price in accordance with the authorized task authorization(TA) and the Section 7.	
9.0 TA APPROVAL – SIGNING AUTHORITIES	
9.1 Contractor Name, Title and Signature of Individual Authorized to Sign for acceptance on behalf of Contractor (type or print)	Name:
	Title:
	Signature:
	Date:
9.2 Program Authority Name, Title and Signature of individual Authorized to Sign on behalf of the Program Authority (type or print). PURSUANT TO SUB SECTION 32(1) OF THE FINANCIAL ADMINISTRATION ACT, FUNDS ARE AVAILABLE.	Name:
	Title:
	Signature:
	Date:
9.3 PWGSC Contracting Authority Name, Title and Signature of Individual Authorized to Sign on behalf of PWGSC (type or print).	Name:
	Title:
	Signature:
	Date:

ANNEX E
NON-DISCLOSURE AGREEMENT

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

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

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

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

Signature

Date

APPENDIX A to PART 4 OF THE BID SOLICITATION – EVALUATION CRITERIA

1. Mandatory Technical Criterion

MT1 - Supplier's Experience 1	
MT1	<p>The Supplier's technical bid must demonstrate that they have provided search services for Canadian private sector companies or Canadian public sector organizations, for a minimum of three (3) consecutive years prior to the Supplier's Bid submission date.</p> <p>Notes:</p> <p>1) The three (3) consecutive years may include the Supplier's previous existence as a corporate entity before the current firm was created by merger, amalgamation or acquisition.</p>

2. Point Rated Technical Criteria

#	Point Rated Technical Criterion	Maximum Number of Points
RT1	Supplier's Experience 1	60
RT2	Supplier's Experience 2	25
RT3	Account Manager Experience 1	25
RT4	Account Manager Experience 2	20
RT5	Understanding of the Requirement	20
RT6	Supplier's Approach to Meet the Requirement	70
	Maximum Points	220

Rating Table			
Percentage of Available Points		Basis for Percentage Distribution	
0%		The response is deficient. Bidder receives 0% of the available points for this element.	
50%		The response includes some information, but is also missing a substantial amount of information. Bidder receives 50% of the available points for this element.	
70%		The response includes most of the information required to be complete. Bidder receives 70% of the available points for this element.	
85%		The response includes a substantive amount of the information required to be complete. Bidder receives 85% of the available points for this element.	
100%		The response is complete. Bidder receives 100% of the available points for this element.	
<p>This Rating Table applies to Point Rated Technical Criteria RT1, RT2, RT3, RT5 and RT6. The Point Rating for RT4 is provided within the criterion.</p>			
RT1 - Supplier's Experience 1			
	Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)
RT1	The Bidder should demonstrate that it has the experience in the private and/or public sector to successfully deliver the	In order to demonstrate the Supplier's experience in the private and/or public sector, to successfully deliver the requirements detailed in Annex A - Statement of Work, the Supplier's technical bid should include a detailed description of all of the following:	

requirements detailed in Annex A - Statement of Work.	a) the Supplier's organization, including experience in the field of providing search services, the number of employees, its primary office and other proposed service locations (if any);	Up to a maximum of 10 points.
	b) the Supplier's continuous improvement process e.g. performing client satisfaction surveys, implementing lessons learned based on client feedback;	Up to a maximum of 7 points.
	c) the Supplier's success ratio in filling search requests in addition to the Supplier's average time to complete such requests;	Up to a maximum of 8 points.
	d) the Supplier's areas of expertise and types of searches performed;	Up to a maximum of 10 points.
	e) the extent of the Supplier's information sources and network of contacts across Canada; and	Up to a maximum of 10 points.
	f) what makes the Supplier's organization stand out from their competitors.	Up to a maximum of 15 points.
Maximum Points =		60

RT2 - Supplier's Experience 2			
#	Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)

RT2	<p>The Bidder should demonstrate that it has the experience in successfully completing searches for procurement positions in a Canadian private or public sector organization.</p>	<p>The Supplier's technical bid should demonstrate that it has successfully completed (during the past 24-month period ending on the Supplier's Bid submission date) procurement related searches for positions in a Canadian private or public sector organization by submitting:</p> <p>Details of five (5) successfully completed searches, including with each search:</p> <p>a) the search period including start and end dates; b) the name of the client company or organization; c) the role and responsibilities of the client company or organization; d) description of position and area of specialization; e) the services provided by the Supplier; and f) reference contact name, e-mail address and telephone number of the client.</p>	<p>Up to a maximum of 5 points for each search.</p> <p>Total equals up to a maximum of 25 points</p>
<p>RT2 - Supplier's Experience 2 Notes</p>			
<p>1) Definition of successfully completed: A request that was made to the Bidder to perform a search for a procurement position has been filled by the Supplier, i.e., the proposed candidate was hired or appointed to the position.</p> <p>2) In regards to RT2.1 f), the reference contact name is for verification of work undertaken.</p>			
<p>RT3 - Account Manager Experience 1</p>			
	<p>Point Rated Technical Criterion</p>	<p>Bidder Preparation Instructions</p>	<p>Weighting (Points)</p>

RT3	<p>The Bidder should demonstrate that the resource proposed to provide Account Manager services has experience related to the coordination of successful private and/or public sector Procurement searches for procurement positions, in order to successfully deliver the requirements and perform the services detailed in Annex A - Statement of Work.</p>	<p>The Supplier's technical bid should demonstrate that the resource proposed to provide Account Manager services has experience related to the coordination of successful private and/or public sector searches for procurement positions. For the proposed Account Manager, the Bidder should submit: a minimum of five (5) successfully completed searches (during the past 24-month period ending on the Supplier's Bid submission date), for which the proposed Account Manager coordinated the services.</p> <p>For each of the five (5) searches, the Supplier's technical bid should include:</p> <p>a) the name of the proposed Account Manager; b) the search period, including start and end dates; c) the name and address of the client company or organization, indicating whether the client is in the private sector or the public sector; d) the title, role and responsibilities of the position; e) the description of the position and specialization; and f) the reference contact name, e-mail address and telephone number of the client.</p>	<p>Up to a maximum of 5 points for each search.</p> <p>Total equals up to a maximum of 25</p>
RT3 - Account Manager Experience 1 Notes			
<p>1) Definition of successfully completed: A request that was made to the Bidder to perform a search for a procurement position, has been filled by the Bidder under the management of the Supplier's Account Manager, i.e., the proposed candidate was hired or appointed to the position.</p> <p>2) For Bidders who submit more than one proposed Account Manager only the first one listed in the received bid will be used for evaluation purposes. As per the Statement of Work, the proposed Account Manager must be bilingual.</p> <p>3) In regards to RT3.1 f), the reference contact name is for verification of work undertaken.</p>			
Maximum Points =			25

RT4 - Account Manager Experience 2

	Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)
RT4	The resource proposed to provide Account Manager services has acquired during the last 10 years prior to the RFP closing date.	The Supplier's technical bid should demonstrate the experience relative to the resource proposed to provide Account Manager services, detailing the types of services performed and the duration involved.	<p>0 points for less than 5 years experience.</p> <p>14 points for greater than or equal to 5 years experience and less than 8 years experience.</p> <p>20 points for greater than or equal to 8 years experience.</p>
<p>Notes:</p> <p>1) For Bidders who submit more than one proposed Account Manager only the first one listed in the received bid will be used for evaluation purposes. As per the Statement of Work, the proposed Account Manager must be bilingual.</p>			
Maximum Points =			20

RT5 - Understanding of the Requirement			
#	Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)
RT5	The Bidder should demonstrate it has a complete understanding of the requirements in Annex A - Statement of Work.	In order to demonstrate the Supplier's complete understanding of Annex A – Statement of Work, the Supplier's technical bid should provide the detail and description necessary to demonstrate:	

		a) that the Bidder understands the Government of Canada's needs, including the Government's commitments and policy objectives related to procurement positions; and	Up to a maximum of 10 points.
		b) that the Bidder understands how conducting a search for a public sector procurement position differs from a search for a private sector procurement position.	Up to a maximum of 10 points.
Notes: None			
Maximum Points =			20
RT6 - Supplier's Approach to Meet the Requirement			
	Point Rated Technical Criterion	Bidder Preparation Instructions	Weighting (Points)
RT6	The Bidder should demonstrate their approach to successfully deliver the requirements detailed in Annex A - Statement of Work.	In order to demonstrate the Supplier's approach to successfully deliver the requirements in Annex A - Statement of Work, the Supplier's technical bid should include a detailed description of:	
		a) the approach for all steps of their search for private and/or public sector procurement positions including from request by an Identified User to successful placement of a procurement position. Note: The Bidder should provide sufficient detail to allow for a complete and full understanding of how the tasks will be carried out;	Up to a maximum of 30 points.
		b) the approach should a search for a procurement resource for a private and/or public position be unsuccessfully completed and the action the Bidder would take in the event of an unsuccessful search;	Up to a maximum of 15 points.

Solicitation No. - N° de l'invitation
 EN578-180047/C
 Client Ref. No. - N° de réf. du client
 20180047

Amd. No. - N° de la modif.
 File No. - N° du dossier
 006xq.EN578-180047

Buyer ID - Id de l'acheteur
 006xq
 CCC No./N° CCC - FMS No./N° VME

		c) the creative and innovative approach to ensuring searches for private and/or public sector procurement positions are efficient and cost effective;	Up to a maximum of 10 points.
		d) the Bidders approach to staffing, recruitment, training, retention and professional development of their own personnel; and	Up to a maximum of 10 points.
		e) the approach in providing the services detailed Annex A - Statement of Work	Up to a maximum of 5 points.
RT6 - Supplier's Approach to Meet the Requirement Notes			
1) Definition of an unsuccessfully completed search: A position has not been filled further to a search requested by a client and performed by the Supplier, and in which the candidate recruited by the Bidder was not hired or appointed to the position.			
Maximum Points =			70

Solicitation No. - N° de l'invitation
EN578-180047/C
Client Ref. No. - N° de réf. du client
20180047

Amd. No. - N° de la modif.
File No. - N° du dossier
006xq.EN578-180047

Buyer ID - Id de l'acheteur
006xq
CCC No./N° CCC - FMS No./N° VME

APPENDIX B to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts 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)

APPENDIX C to PART 4 OF THE BID SOLICITATION: Bid Price Worksheet

Bidders must complete this worksheet for the professional fees:

1. Professional Fees

- 1.1 The Bidder must submit fees for the service described in the Statement of Work, for each potential candidate recommended for the interview stage.

	Activity	Contract Year 1 Fee per Candidate	Contract Year 2 Fee per Candidate
a)	Comprehensive Search	\$	\$
	Advertising/Marketing		
b)	Screening, Assessment and Identification, and Short-listing Candidates	\$	\$
c)	Prepare Interview packages and other related duties	\$	\$
d)	Reference Checks	\$	\$
	Total Bid Price Per Year		
	Total Bid Price(Yr1 + Yr2)	\$	

These amounts include all expenses for the recruitment activities. Applicable Taxes are extra.

1.2 Discount Fee Percentage

If a recruited candidate does not accept the position offered by PSPC, resigns within twelve (12) months of the effective date of the appointment to a PSPC position, or is terminated for cause by PSPC within twelve (12) months of the effective date of the appointment to the PSPC position, the Contractor must provide an alternate candidate at _____ (to be provided by the bidder) percent of the fees identified in 1.1.