

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**1713 Bedford Row**

**Halifax, N.S./Halifax, (N.É.)**

## Halifax

## Nova Scotia

**B3J 1T3**

**Bid Fax: (902) 496-5016**

## Request For a Standing Offer Demande d'offre à commandes

## National Individual Standing Offer (NISO)

## Offre à commandes individuelle nationale (OCIN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> SharePoint Hosting & Develop. Svcs	
<b>Solicitation No. - N° de l'invitation</b> E0225-180044/A	<b>Date</b> 2018-01-14
<b>Client Reference No. - N° de référence du client</b> E0225-18-0044	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-309-10315
<b>File No. - N° de dossier</b> HAL-7-79004 (309)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-02-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacNeil, Blaine A.	<b>Buyer Id - Id de l'acheteur</b> hal309
<b>Telephone No. - N° de téléphone</b> (902)496-5180 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN HALIFAX NOVA SCOTIA B3J3C9 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **E0225-180044 - SharePoint Hosting and Development Services**

### **PART 1 - GENERAL INFORMATION**

#### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

#### **1.2 Summary**

PSPC requires a fully managed, MS SharePoint hosting environment accessible by PSPC, various levels of government and private sector partners to facilitate document sharing and team collaboration in a flexible, reliable and cost effective web based environment.

The hosting environment must be located exclusively within Canadian borders, including but not limited to the hosting of any online or offline copies of the data.

The hosting environment must meet Canadian Industrial Security Directorate (CISD) hosting requirements as outlined in the Security Requirements Check List (SRCL).

The SharePoint web interface must be accessible over SSL encryption (https).

Microsoft SharePoint Foundation 2010 is the minimum version required.

See Annex "A" Statement of Work for full details.

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### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the **Industrial Security Program** (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The [2003-1](#) (2015-04-01) Supplemental Standard Instructions - Telecommunications, are incorporated by reference into and form part of the solicitation.

### 2.2 Submission of Offers

Offers 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 Standing Offers.

### 2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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:

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- 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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 Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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

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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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **2.5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer – two (2) hard copies, void of any financial information

Section II: Financial Offer – one (1) hard copy

Section III: Certifications – one (1) hard copy

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (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 Standing Offers.

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, offerors 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 Offer**

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

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

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:

(a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

(b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **3.1.2 Offeror's Proposed Site(s) or Premises Requiring Safeguarding Measures**

As indicated in Part 6 under Security Requirements, the Offeror must provide the full address(es) of the Offeror's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

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

City, Province, Territory / State

Postal Code / Zip Code

Country

The Company Security Officer (CSO) must ensure through the **Industrial Security Program (ISP)** that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annex D for the mandatory evaluation criteria.

##### **4.1.1.2 Point Rated Technical Criteria**

See Annex D for point rated technical criteria.

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Evaluation of Price - Offer**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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### **5.1.1 Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. At the Request for Standing Offers closing date, the following conditions must be met:

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- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
  - (c) the Offeror 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, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Insurance Requirements**

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.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

##### **7.2.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

#### **PWGSC FILE #: E0225180044**

- 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
- 3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
- 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 5. The Contractor/Offeror must comply with the provisions of the:

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- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition)

### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **7.3.1 General Conditions**

**2005** (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty calendar days after the end of the reporting period.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of issuance for a one year period.

#### **7.4.2 Option to extend the Standing Offer**

Canada reserves the right to extend the Standing Offer by two additional twelve month periods at the prices agreed upon herein.

### **7.5. Authorities**

#### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

## E0225-180044 - SharePoint Hosting and Development Services

Name: Blaine MacNeil  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Atlantic Region Acquisitions

Telephone: 902-496-5180  
Facsimile: 902-496-5016  
E-mail address: blaine.macneil@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: (to be named upon issuance of Standing Offer)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 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 Identified Users

## **E0225-180044 - SharePoint Hosting and Development Services**

The identified user authorized to make call-ups against this Standing Offer is the Project Authority as identified or delegated PSPC official.

### **7.8 Call-up Procedures**

The identified user will issue a call-up against a Standing Offer each time services are required.

### **7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

### **7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

### **7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### **7.12 Call-up Usage**

The call-up will consist of an estimated total expenditure for a call-up period.

The Contractor agrees to supply and deliver the services to Canada, as required, during the period in accordance with the terms of a call-up, provided the total cumulative cost of the services does not exceed the total estimated price identified in the call-up.

Canada shall have an option to purchase, during the contract period, any additional required amounts of services, which may be required. This option will be exercised by means of a written request by the Contracting Authority. All terms and conditions of the contract, including price, will apply to this option.

### **7.13 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2035 (2016-04-04), General Conditions, Services – Higher Complexity;
- e) Annex A, Statement of Work;

## **E0225-180044 - SharePoint Hosting and Development Services**

- f) Annex B, Basis of Payment;
- g) Annex D, Mandatory Evaluation Criteria;
- h) the Offeror's offer dated \_\_\_\_\_ and as amended on \_\_\_\_\_

### **7.14 Certifications**

#### **7.14.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **7.15 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **8.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **8.2 Standard Clauses and Conditions**

#### **8.2.1 General Conditions**

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

### **8.3 Term of Contract**

#### **8.3.1 Period of the Contract**

The contract timelines will be defined at time of call-up; a contract period will not exceed one calendar year.

### **8.4 Proactive Disclosure of Contracts with Federal Public Servants**

SACC Manual Clause A3025C Former Public Servant – Competitive Bid (2014-06-26)

### **8.5 Payment**

#### **8.5.1 Basis of Payment**

## **E0225-180044 - SharePoint Hosting and Development Services**

See Annex B, Basis of Payment.

### **8.5.2 Limitation of Price**

SACC Manual Clause C6000C (2017-08-17) Limitation of Price

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.

### **8.5.3 Method of Payment**

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

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

### **8.5.4 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## **8.6 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 release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
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.

## **8.7 Insurance – Commercial General Liability Insurance**

SACC Manual Clause G1005C (2008-05-12) Insurance

## **8.8 SACC Manual Clauses**

C0711C Time Verification (2008-05-12)

D5328C Inspection and Acceptance (2014-06-26)

A1009C Work Site Access (2008-05-12)

A9117C Direct Request by Customer Department - T1204 (2007-11-30)



## E0225-180044 - SharePoint Hosting and Development Services

**ANNEX A**

**STATEMENT OF WORK**

**Please see the attached document.**

## ANNEX B

## BASIS OF PAYMENT

## SHAREPOINT HOSTING and ADDITIONAL SERVICES

## YEAR 1

Table 1 – Known Work

<u>Provide a cost matrix related to the setup and operation of one (1) or more SharePoint web application environments based on the following metrics:</u>	<u>Minimum Requirement per web application.</u>	<u>Price for <b>Minimum Requirement</b> (per web application per month)</u>
<u>1. Data storage</u>	<u>500 GB</u>	
<u>2. Data upload/download throughput</u>	<u>Minimum 5 MB/sec</u>	
<u>3. Data upload/download limits</u>	<u>1 GB/Day</u>	
<u>4. Number of users</u>	<u>200</u>	
<u>5. Customization, development, administration, etc. services as requested by PWGSC</u>	<u>10 hours per month</u>	
<u>Total per web application per month</u>	<u>Add lines 1-5 (A)</u>	<u>\$</u>
<u>Times six (6) web applications</u>	<u>(A * 6) = (B)</u>	<u>\$</u>
<b><u>Total for Table 1 (Year 1)</u></b>	<b><u>(B*12)</u></b>	<b><u>\$</u></b>

Table 2 – Unknown Work (Additional Data Services)

<u>Provide a cost matrix related to the setup and provision of <b>Additional Services</b> (if required) based on one (1) SharePoint web application environment:</u>	<u>Estimated <b>Additional Units</b> (per month)</u>	<u>Price for Estimated <b>Additional Units</b> (per site per month)</u>
<u>1. Data storage</u>	<u>1 GB</u>	
<u>2. Data upload/download throughput</u>	<u>10 MB/sec</u>	
<u>3. Data upload/download limits</u>	<u>1 GB/Day</u>	
<u>4. Number of users</u>	<u>20</u>	
<u>Total for 1 site</u>	<u>Add lines 1-4 (A)</u>	<u>\$</u>
<b><u>Total for Table 2 (Year 1)</u></b>	<b><u>Estimated 1 site/ 6 months (A*6)</u></b>	<b><u>\$</u></b>

Table 3 - Unknown Work (Additional Personnel Services)

## E0225-180044 - SharePoint Hosting and Development Services

<u>Provide a cost matrix related to the setup and provision of Additional Services (if required) based on one (1) SharePoint web application environment:</u>	<u>Estimated Additional Hours (per year/ per site)</u>	<u>Price per Hour (round to 2 decimals)</u>	<u>Total per site per year</u>
<u>1. SharePoint environment Administration Services</u>	<u>2</u>		
<u>2. SharePoint customization services – Junior Developer</u>	<u>2</u>		
<u>3. SharePoint customization services – Intermediate Developer</u>	<u>2</u>		
<u>4. SharePoint customization services – Senior Developer</u>	<u>2</u>		
<u>5. SharePoint customization services – Project Manager</u>	<u>2</u>		
<u>Total for Additional Services per site</u>		<u>Add lines 1-5 (A)</u>	<u>\$</u>
<u>Total for Table 3 (Year 1)</u>		<u>Estimated for 6 sites yearly (A * 6)</u>	<u>\$</u>

Applicable taxes are extra.

**Do not modify, copy or change any of the data in any of the tables, by doing so your offer will be deemed non-responsive.**

You **MUST** fill in all blanks and provide pricing for all services in each Basis of Payment for every year. If your price is zero dollars enter \$0.00 in the appropriate space.

**Total Evaluated Price for SharePoint Hosting and Additional Services:**

<b>Year</b>	<b>Table 1</b>	<b>Table 2</b>	<b>Table 3</b>	<b><u>Total Evaluated Price</u></b>
<b>1. Year 1</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Note that for option years (2 and 3) Basis of Payment, pricing will be marked up by 2.5% each year.

**ANNEX C**

**Security Requirements Check List**

Please see attached.



# SharePoint Hosting and Development Services Statement of Work

Nov. 29, 2017



## **Microsoft SharePoint Services (Hosting and Additional Development Services) Statement of Work**

### **1.0 Introduction**

Public Services and Procurement Canada (PSPC) is the major common service provider to the Government of Canada. PSPC has developed numerous web-based Microsoft (MS) SharePoint 2010 (and newer) collaboration solutions for both internal and external clients. These applications assist in project management and program delivery. The applications allow concurrent, remote, multi-user, multi-client, access to shared, access-controlled secure data collaboration environments. Project and program team members can simultaneously access and query the data from any Internet access point, using the Internet as a virtual distributed network. This access assists in providing the efficient delivery of services by drastically reducing data collection, duplication, and dissemination costs and time frames.

Present users include PSPC employees, other Federal, Provincial and Municipal Government employees across the country, private sector employees, other stakeholders across North America, and potentially international stakeholders. The greatest percentage of users will be federal government employees.

### **2.0 Microsoft SharePoint General Hosting Requirements**

PSPC requires a fully managed, MS SharePoint hosting environment accessible by PSPC, and various levels of government and private sector partners to facilitate document sharing and team collaboration in a flexible, reliable and cost effective web-based environment.

The hosting environment must be located exclusively within Canadian borders, including but not limited to the hosting of any online or offline copies of the data.

The hosting environment must meet Canadian Industrial Security Directorate (CISD) hosting requirements as outlined in the Security Requirements Check List (SRCL).

The SharePoint web interface must be accessible over SSL encryption (https).

Microsoft SharePoint Foundation 2013 is the minimum version required.

#### **2.1 Submission Requirements**

- A. Provide three references demonstrating the ability to stand up and host MS SharePoint applications.

A template for reference information is provided in the tendering section.

- B. Describe the metrics and costing model of your proposed solution for one or more hosted SharePoint project environments, including but not limited to the following metrics:
- a. Data storage volume limitations
  - b. Data upload/download throughput and capacities
  - c. Number of users

- 
- d. SharePoint Customization and Development services
  - e. Operational services i.e. Data backups, site redundancy, hardware and software maintenance, etc
  - f. List of the basic product features that would be included as part of the initial setup of a MS SharePoint environment
  - C. Provide details of proposed processes for problem resolution.
  - D. Provide details of proposed recovery, load balancing and failover strategies.
  - E. Provide details of overall storage limits for content size and/or number of environments (if any).
  - F. Provide details of overall user limitations or per site (if any).
  - G. Provide details of vendor's client support model (service desk hours and language(s) of operation). English is a minimum and French is optional.
  - H. Provide details of upload / download capacities per month (if any).

A cost matrix template is provided in the tendering section.

## **2.2 Remote access to Microsoft SharePoint environment(s)**

PSPC may require SharePoint Developer and/or Administrator access from time to time to implement various changes in the environment directly; however the intent is the contractor will be tasked to provide these developer and administration services on a day-to-day basis.

- A. Provide PSPC MS SharePoint Developers and Administrators with remote access to developer features, IT Professional Features and Content Features.
- B. Provide FTP, SFTP or similar access to a drop location to move large files if necessary.
- C. Provide ability for PSPC Developers and Administrators to create new logins for end-users.

## **3.0 Microsoft SharePoint Detailed Hosting Requirements**

- A. Servers shall be connected to the Internet at the following service levels (at a minimum):
  - a. A connection of 5 MB/sec CIR burstable to 15 MB/sec or faster;
  - b. Minimum 99% uptime during regular business hours (M-F 0700-2100 Hrs Eastern Time). Should an outage occur the host must provide an incident report to PSPC reporting any down-time during business hours, complete with incident report from internet service provider(s); and
  - c. Require a minimum of daily incremental backups of all PSPC MS SharePoint site(s). A copy of all files/media required to fully restore the PSPC MS SharePoint environments, updated on a daily basis, shall be maintained off-site. Daily backups shall be separated by a substantial geographic and infrastructure distance from the hosting environment, i.e. 100+ km., to reduce the risk of being affected by possible localized infrastructure disruptions.
- B. The host shall include the following services:
  - a. Scheduled off-site backup to meet full data recovery needs with data that is a maximum of 4 hours old;
  - b. 1-hour response and trouble-shooting during regular business hours (M-F 0700-2100 Hrs Eastern Time);
  - c. 8-hour response and trouble-shooting outside of regular business hours (M-F 21:00 – 07:00 Hrs; S-S 00:01 – 24:00 Hrs Eastern Time).
- C. Minimum of 3 TB of total hard drive space for data (exclusive of backups) and expandable as necessary.



- 
- D. If so requested by PSPC at contract end, the host shall deliver all PSPC data and code, including backups, within 2 business days and will delete and make unrecoverable any data and code remaining on the hosting infrastructure. The data and code shall be in the native code and database formats and delivered by external hard drive via courier.
  - E. End users and PSPC Developers and Administrators must be able to access MS SharePoint applications from any Internet access point.
  - F. The host shall provide a minimum of 72 hours notice for scheduled maintenance that will affect access to PSPC applications / instances. Server or Internet access downtime shall be scheduled during weekend or overnight hours.
  - G. Scheduled individual server or Internet access downtime to be no more than 2 cumulative business hours per month. All individual server downtime would need to be reported as part of a monthly performance and incident report to PSPC. The host shall provide monthly reports of the Server up/downtime, outage reports and identifying party, fixes, any attempted security breach's etc. Report format to be determined after the Standing Offer is issued.
  - H. PSPC applications and data shall be placed in MS SharePoint virtual server environments isolated from other clients.
  - I. The host shall include protection against Denial of Service attacks, Intrusion Detection, manage Domain Name Servers, and all other functions of a fully managed hosting service.

#### **4.0 Responsibility and Services provided by the Microsoft SharePoint server host**

In addition to the host providing Internet Access services the host shall be responsible for:

- A. Configuration and installation of all Operating System, Internet Information Server, firewall, and other appropriate operating software on all servers. See Appendix A for existing infrastructure for comparative purpose only.
- B. Maintenance of all Operating System, Internet Information Server, firewall, and other appropriate operating software. All servers must be no more than one week behind in service patches to the operating system and these must be installed within one week of availability unless otherwise authorized by PSPC. PSPC to be informed of all patches and upgrades in monthly service reports.
- C. Emergency security patches must be installed by end of day of the release unless otherwise authorized by PSPC.
- D. Configuration and installation of MS SharePoint software, any provided customizations and databases.
- E. Maintenance of all MS SharePoint software, custom coding and databases, including upgrades and service patches. All software, custom coding and databases must be no more than one week behind in upgrades and service patches and these must be installed within one week of availability unless otherwise authorized by PSPC.
- F. The tracking and timely reporting of any service incidents.
- G. Configuration, installation and maintenance of ESRI Maps / ArcGIS Map Web Part for SharePoint.
- H. Include 12 hours per month of customization, development or administration services, per application, for activities as instructed by PSPC.

#### **5.0 Regulatory Requirements**

- A. Provide documentation outlining hosting infrastructure and security which is to include:

- 
- a. Staff experience / knowledge;
  - b. Environmental conditions such as humidity and temperature within server area(s);
  - c. Power control systems;
  - d. Network layout including the layout(s), firewalls, redundancy and any wireless design;
  - e. Management functions of the network;
  - f. Server details; and
  - g. Facility overview.
- B. The above (5.A) documentation shall be updated and delivered after any major change and also every six months. The report should be in Adobe pdf format and delivered via e-mail.
- C. Include weekly off-site backup to a PSPC office of all PSPC MS SharePoint data and application coding residing within hosting facilities. After the first back-up is supplied only new or revised datasets and coding may need to be copied each week. This is an independent backup and is not related to item 3.B.a. The data and code shall be in the native code and database backup formats and delivered by external hard drive, Network Access Device or similar via courier. Any device security, username/password or other details shall be provided.
- D. The hosting environment shall meet CISD (Canadian Industrial Security Directorate) hosting requirements as outlined in the Security Requirements Check List (SRCL).
- E. The host shall allow for inspection of facilities by PSPC authorized personnel when requested.

## **6.0 Initial Implementation Schedule**

- A. The host will have all hardware, software, administrative and logistical infrastructure ready in **5 business days** after Standing Offer issuance. See Appendix A for existing infrastructure for comparative purposes only.
- B. Upon receiving any existing custom coding, database backups and any necessary licensing from PSPC, the host will install all existing SharePoint applications within **3 business days** in a staging environment. See Appendix B for a current list of SharePoint Applications and their general specifications.
- C. Upon notification that applications are ready on the staging environment, PSPC will test the applications within **5 business days**.
- D. Upon certification of any application by PSPC, the host will move the application to a production environment within **2 business days**.

## **7.0 Microsoft SharePoint Additional Services Requirements**

PSPC may require additional SharePoint services from time to time. Additional services may be in the form of the following or other related services.

- A. Initial customization or further customization of existing SharePoint applications / instances;
- B. Adding additional users or other related administrative services above the included 10 hours per site per month; and

---

C. Developing new SharePoint applications / instances.

A cost matrix template is provided in the tendering section.

---

## **Appendix A: Current MS SharePoint infrastructure details for seven (7) SharePoint applications / instances**

This is provided to demonstrate the level of infrastructure implemented to-date.

### **SharePoint Application Servers**

All existing SharePoint sites are running SharePoint Foundation 2013 on Windows Server 2012 R2. Additionally, these sites also have Enhanced Search and ESRI ArcGIS for SharePoint web parts installed (web parts may not be active on all individual sites).

SharePoint sites are hosted in a farm configuration with redundant capability.

- Application Server (Central Admin/Search Indexing/Apps),
- SQL Server (Content Databases),

*Load balanced web servers*

- Web Front End One
- Web Front End Two
- Web Front End Three

*Additional application, SQL or web servers can be added to the farm at any time.*

Servers are virtualized on a Dell M1000E Blade System. 1 legacy application server is hosted on an HP DL160 Server.

### **SQL Server databases**

Dell M1000E Blade System hosting SQL Server Standard 2014.

### **Data storage usage**

Total storage available for the SharePoint farm is currently: ~ 5 TB.

### **Network and bandwidth**

Network connectivity is through dual Fiber connections through multiple service providers that each offer 50mb/s bandwidth and have redundant network and MS SharePoint application failover in place. All hardware is hosted in a secure facility with 24/7 staffing and monitoring.

---

## **Appendix B – Summary of Active PSPC SharePoint Applications**

Data volume does not include backup and redundancy requirements.

<b>SITE</b>	<b>DATA VOLUME (GB)</b>	<b>#Users (approximate)</b>	<b>#Hits/Month</b>	<b>#Folders/Files</b>	<b>Maintenance #Hours/Month</b>
<b>#1</b>	59.9	210	1401	15118	11
<b>#2</b>	33.3	170	1354	14632	13
<b>#3</b>	536.2	630	18309	196683	11
<b>#4</b>	412.8	410	8074	89456	18
<b>#5</b>	1.2	30	129	820	4
<b>#6</b>	551.6	1200	16062	172800	63
<b>#7</b>	105	1100	4960	51891	19
<b>Totals</b>	1,700	3,750	50,289	541,400	139



Government of Canada  
Gouvernement du Canada

RECEIVED

APR 18 2017

Contract Number / Numéro du contrat

E0225180044

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine  
Public Works and Government Services Canada

2. Branch or Directorate / Direction générale ou Direction  
Real Property Services

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

SharePoint Hosting and Development Services

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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.)

☐ No ☒ Yes  
Non Oui

(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)

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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☒

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions  
Aucune restriction relative à la diffusion

☒

Not releasable  
À ne pas diffuser

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

All NATO countries  
Tous les pays de l'OTAN

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

No release restrictions  
Aucune restriction relative à la diffusion

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A

☒

PROTÉGÉ A

PROTECTED B

☒

PROTÉGÉ B

PROTECTED C

☐

PROTÉGÉ C

CONFIDENTIAL

☐

CONFIDENTIEL

SECRET

☐

SECRET

TOP SECRET

☐

TRÈS SECRET

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)

NATO UNCLASSIFIED

☐

NATO NON CLASSIFIÉ

NATO RESTRICTED

☐

NATO DIFFUSION RESTREINTE

NATO CONFIDENTIAL

☐

NATO CONFIDENTIEL

NATO SECRET

☐

NATO SECRET

COSMIC TOP SECRET

☐

COSMIC TRÈS SECRET

PROTECTED A

☐

PROTÉGÉ A

PROTECTED B

☐

PROTÉGÉ B

PROTECTED C

☐

PROTÉGÉ C

CONFIDENTIAL

☐

CONFIDENTIEL

SECRET

☐

SECRET

TOP SECRET

☐

TRÈS SECRET

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)





**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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET		PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET TRÈS SECRET
											A	B	C		
Information / Assets Renseignements / Biens		✓													
Production															
IT Media / Support TI		✓													
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

E0225180044

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
Peters, Eugene	Geomatics Engineer	
Telephone No. - N° de téléphone 902-403-4739	Facsimile No. - N° de télécopieur 902-496-5477	E-mail address - Adresse courriel eugene.peters@pwgsc.gc.ca
		Date 2017/04/18

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
St-Pierre, David	SO	
Telephone No. - N° de téléphone 902-496-5630	Facsimile No. - N° de télécopieur 902-496-5077	E-mail address - Adresse courriel David.St-Pierre@pwgsc-tpsgc.gc.ca
		Date 2017/04/18

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
MacNeil, Blaine	Digitally signed by MacNeil, Blaine DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=MacNeil, Blaine	
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
Roxana Phedda	Contract Security Officer	
Telephone No. - N° de téléphone 613-948-1655	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Roxana.phedda@pwgsc.gc.ca
		Date 2017 04 15

**ANNEX D**  
**Evaluation Criteria to Annex A**  
**SharePoint Hosting and Additional Services**  
**E0225-180044**

	<b>MANDATORY REQUIREMENTS</b>	<b>MET</b>	<b>NOT MET</b>
	To be considered compliant, an offer must meet all mandatory evaluation criteria. Offers not meeting all of the mandatory requirements will be given no further consideration.		
1	<p><b>The Offeror's Firm</b> must provide three (3) previous examples of work provided in the last three years which are similar in size and scope to the work in Annex A. Please provide the examples using the tables below Table 1, 2 and 3. <u>You MUST use this table style format with the same headings.</u> Failure to do so will render your offer non-responsive.</p> <p>The evaluation team must be able to confirm the projects with the references provided. Failure to provide at least 2 references which can be confirmed will result in your offer being deemed non-responsive.</p> <p>Please use the attached table to provide your examples.</p>		
2	<b>The Offeror's Firm</b> must provide a description of their quality management plan describing their quality plan, processes or system. Failure to provide a quality management plan with your offer will result in your offer being deemed non-responsive.		

<b>Point Rated Requirements</b>				
<b>PR1</b>	Proposed approach and methodology in meeting the requirement; company ability to control costs; details around proposed processes, methods and practices. The offeror's details must demonstrate their understanding of the scope of work and implementation time lines.			
	Total points available 100 <b><u>(Offerors must achieve a minimum of 75 points to pass)</u></b>	<b><u>Fall</u></b>	<b><u>Good</u></b>	<b><u>Excellent</u></b>
	<b>Points to include:</b>  1. The Offeror's approach and proposed methodology to meet the requirements of this Request For Proposal and Statement of Work as well as the degree of success expected.  2. The proposed processes, methods, and practices are identified.  3. Sufficient detail should be provided to demonstrate the Offeror's grasp of the Statement of Work and the Offeror's competence to meet it.	<b><u>-74</u></b>  Lacks information limited detail provided.	<b><u>75</u></b>  Complete but generates questions. Relevant detail provided.	<b><u>100</u></b>  Complete addresses all components and logical. Significant relevant detail provided.

Point Rated Requirements				
PR2	<p>The Offeror must provide the qualifications and experience of each member of the proposed project team along with their C.V's.</p> <p>Total points available 100</p> <p><b><u>(Offerors must achieve a minimum of 75 points to pass)</u></b></p>			
	<p><b>Points to include:</b></p> <ol style="list-style-type: none"> <li>1. The proposed individual(s) position within the organization.</li> <li>2. The proposed individual(s) relevant experience with projects of similar size and scope.</li> <li>3. The proposed individual(s) ability to meet project budgets and schedules.</li> </ol>	<p><b><u>Fair</u></b></p> <p><b><u>-74</u></b></p> <p>Lacks information limited detail provided.</p>	<p><b><u>Good</u></b></p> <p><b><u>75</u></b></p> <p>Complete but generates questions. Relevant detail provided.</p>	<p><b><u>Excellent</u></b></p> <p><b><u>100</u></b></p> <p>Complete addresses all components and logical. Significant relevant detail provided.</p>

MR 1 Previous Work Examples:

Example 1 – Table 1

Name of Project	Client	Approximate Start Date	End Date	Tasks/Deliverables	Information for Reference Check

MR 1 Previous Work Examples:

Example 2 – Table 2

Name of Project	Client	Approximate Start Date	End Date	Tasks/Deliverables	Information for Reference Check

MR 1 Previous Work Examples:

Example 3 – Table 3

Name of Project	Client	Approximate Start Date	End Date	Tasks/Deliverables	Information for Reference Check

**PWGSC Use Only - Requirement 1 SharePoint Hosting and Additional Services**

Name of Offeror: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Evaluator: \_\_\_\_\_

**Points Calculations:**

<b>Mandatory Requirements</b>	<b>Met</b>	<b>Not Met</b>
1. Experience of the Firm		
2. Experience of the Personnel		

**Table 1**

<b>Point Rated Requirements</b>	<b>Total Points Available</b>	<b>Min. Pts. Required 75 each PR requirement</b>	<b>Points Awarded</b>
PR 1	100		
PR 2	100		
<b>Total Points</b>	<b>200</b>		