



## **ATTACHMENT 4.3 – PROOF OF PROPOSAL**

Once established, Canada will complete the Proof of Proposal Test with the Top-Ranked Bidder. Through the Proof of Proposal (PoP) test, Canada will test the solution proposed in the top-ranked bid (identified after the financial evaluation) to confirm both that it will function as described in the bid and that it meets the technical functionality requirements described in the Request for Proposal.

### **Location**

The PoP test will take place at a site in the National Capital Region provided by Canada that recreates the technical environment described in the bidder's proposal.

### **Proof of Proposal process**

1. After being notified by the Contracting Authority, the Bidder will be provided a three (3) working day period to provide the solution to Canada for testing.
2. If installation is required, the Contractor must coordinate with the Contracting Authority a timeframe within the allocated 3 working day period to complete all required installation in order to ensure the Bidder's solution is fully functional prior to the start of the PoP test. Please note that bidders will be provided a designated 7.5 hour period for each allocated working day during the normal business hours (to be communicated by the Contracting Authority).
3. Canada will only once (during the initial installation) accept files required to correct flaws in the software programming prior to the start of the PoP test. Canada will not under any circumstances accept any files required to correct flaws in the software programming or code once the PoP has been initiated.
4. Canada will conduct will document the results of the PoP Test. . Bidders' should note the following:
  - a. In connection with the PoP testing, the Bidder agrees to grant Canada with a limited license for any software contained in the Bidder's proposed solution for the entire duration of the PoP test and evaluation phase.
  - b. Up to 2 representatives of the Bidder may be present during the PoP test. The representative(s) named in the bid to provide technical support during the PoP test should be available by telephone or in person for guidance, technical advice and clarification during the PoP test. Please note that Canada will not delay any activity during the PoP test in the event a designated representative is unavailable.



- c. The PoP test has an estimated duration of approximately 2 business days. The Bidder will be notified of the exact date and time of the PoP Test in Canada's notification of the pending Proof of Proposal.
- d. The Bidder's score cannot be increased as a result of the PoP test, however Canada may, as a result of the PoP test, reduce the score of the Bidder on any rated requirement, should the results of the PoP conclude that an inaccurate score was assigned during Phase 2 of the evaluation process.
- e. In the event a Bidder's rated score is reduced as a result of a PoP test, Canada will reassess the ranking of all bidders and determine whether an additional Po P test is required in the event the bidder ranking is revised.
- f. If Canada determines that the Bidder's proposed solution does not meet any of the mandatory requirements identified in the PoP Test or Annex A, the Bidder will fail the PoP Test and the bid will be declared non-compliant.