



Parks Canada Parcs Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À :

By Mail / Par la poste :

Parks Canada Agency	Agence Parcs Canada
Bid Receiving Unit	Module de réception des soumissions
111 Water St East	111, rue Water Est
Cornwall ON	Cornwall ON K6H 6S6
K6H 6S6	

OR / OU

By E-mail / Par courriel:

Cornwall.quote-soumission@pc.gc.ca

Please Use the Solicitation Number

Utilisez S'il vous plaît le Numéro de Sollicitation

5P201-18-0129/A As the title / Comme le titre

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Quotations to: Parks Canada Agency

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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Prix à : l' Agence Parcs 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title-Sujet Credit Reporting Services Services de dossiers de crédit	
Solicitation No. - N° de l'invitation 5P201-18-0129/A	Date September 5, 2018 5 Septembre 2018
GETS Reference No. – N° de référence de SEAG NA	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin – at – à 02:00 PM / 14h00 on – le Septembre 25, 2018 25 septembre 2018	Time Zone Fuseau horaire - EDT / HAE
Address Inquiries to: - Adresser toute demande de renseignements à : Patrick Alguire (patrick.alguire@pc.gc.ca)	
Telephone No. - N° de téléphone 613-938-5955	Fax No. – N° de FAX
Destination of Goods, Services, and Construction: Destination des biens, services et construction : See Herein Voir dans la présente	
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 the 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) _____	
Name/Nom	Title/Titre
_____	_____
Signature	Date

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Solicitation No. - N° de l'invitation
5P047-18-0129/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
Credit Reporting Services

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

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact [Name] at [email address] in order to obtain a Direct Deposit enrolment form.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The **2003** (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.4 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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than Six (6) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.6 Applicable Laws

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

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 their bid in separately bound sections as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical Bid

In their technical bid, Bidders should 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 their financial bid in accordance with the Basis of Payment.

3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information 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 Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

File No. - N° du dossier
Credit Reporting Services

Mandatory Technical Criteria		Location of corroborating information in the solicitation	Comments
MTC1	The bidder must demonstrate that it has a minimum of 10 years' experience providing detailed credit reports and support services as described in the Statement of work in Annex A.		
MTC2	The Bidder must provide a sample credit report that is generated from their credit reporting system. The report must demonstrate that it meets the requirements identified in the Statement of Work - Annex A, Section 4 – Mandatory System Functionalities.		
MTC3	The Bidder must demonstrate* that it's credit reporting and support services provide the following: <ul style="list-style-type: none"> • 24/7 online access • Instantaneous online reports • Has a backup report recovery system/strategy in place • Has measures in place to protect confidentiality • Telephone and online support. • Breach Detection mechanisms and client reporting are in place to detect and report potential and actual breaches to Parks Canada Agency user accounts. <p>In order to demonstrate meeting this criterion the bidder MUST clearly describe how their credit reporting system and support services meet ALL of the bullet points listed in this criterion (MTC3). Failure to do so will result in non-compliance with this mandatory criterion.</p>		

MTC4	<p>The Bidder must provide a User Manual including, but not limited to:</p> <ul style="list-style-type: none"> • Creating a new account • Signing in • Requesting a report • Interpreting and analyzing results • Troubleshooting guide • Contact information <p>Note: The complete user manual must be included with the bid. There should be no hyperlinks to documents.</p>		
MTC5	<p>The Bidder must demonstrate that it can provide all of the requested services and documentation in both official languages (French and English).</p>		

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

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 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.

6.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30th 2019 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Representative's Name: Patrick Alguire
Title: A/Contracting Advisor
Organization: Parks Canada Agency
Mailing Address: 111 Water St East
Cornwall ON
K6H 6S3
Telephone No.: 613-938-5955
E-mail: Patrick.alguire@pc.gc.ca

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

6.5.2 Project Authority *(To be inserted at time of award):*

The Project Authority for the Contract is:

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

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

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.

6.5.3 Contractor's Representative (*To be inserted at time of award*):

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price(s) as specified in Annex "B" for a cost of \$ _____* (*To be inserted at time of award*). Customs duties are *included* and Applicable Taxes are extra.

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

6.7.2 Monthly Payment

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

- 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

6.8 Invoicing Instructions

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 detailed report of the credit checks performed including the surname and first name of the person being searched.
- b. a report of the training that was provided and the attendance

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.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2018-06-21);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Insurance

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

ANNEX "A" STATEMENT OF WORK

1. Title

1.1. Credit Reporting Services

2. Requirement Summary

- 2.1. Parks Canada Agency (PCA) requires the services of a Contractor to provide 24/7 domestic (Canadian) credit reporting services and support to PCA security personnel on an as and when requested basis.

3. Background

- 3.1. Security screening is at the core of the [Policy on Government Security](#) as a fundamental practice that establishes and maintains a foundation of trust within government, between government and Canadians, and between Canada and other countries.

Security screening involves the collection of personal information from individuals, with their informed consent, and information from law enforcement and intelligence sources and other sources and methods to assess an individual's reliability and loyalty to Canada.

In accordance with the Policy on Government Security (PGS) and Standard on Security Screening, thorough credit reports are conducted in order to ensure that security screening is completed for current and new employees, and external consultants, contractors, subcontractors and temporary workers from Personnel agencies. The PCA conducts an average of 2400 reports per year.

4. Mandatory System Functionalities

The Credit Reporting system **MUST** allow PCA security personnel to input the required information to conduct and obtain the credit report. The system **MUST** include at a minimum the required fields listed in this section to perform the verification:

4.1. A Search function (a search field) :

- 4.1.1. Surname
- 4.1.2. Given names
- 4.1.3. Address (# and street, city, province, state, country)
- 4.1.4. Postal code
- 4.1.5. Date of Birth

Optional Search Function

- 4.1.6. 2nd address
- 4.1.7. Phone number

4.2. Identification Fields

- 4.2.1. Date file was established
- 4.2.2. Date of last activity on file
- 4.2.3. Date of birth or age of subject
- 4.2.4. Subject name
- 4.2.5. Current address
- 4.2.6. Former address

- 4.2.7. Second former address
- 4.2.8. Also Known As (AKA)

- 4.3. **Inquiries Fields**
 - 4.3.1. Date, member number and member name for inquiries in the past month.
 - 4.3.2. Total number of inquiries since file established
 - 4.3.3. Foreign bureau inquiries (if applicable)

- 4.4. **Employment Fields**
 - 4.4.1. Current employer including since, occupation
 - 4.4.2. Former employer including since, occupation
 - 4.4.3. Second former employer including since, occupation

- 4.5. **Summary Section that provides synopsis of file items:**
 - 4.5.1. List of public records or other information found in the public record section
 - 4.5.2. Trade Oldest — Newest (or vice versa)
 - 4.5.3. Total number of trades on the file
 - 4.5.4. High credit
 - 4.5.5. Rating (R/O/I/M/C 0-9)

- 4.6. **Public Records Fields:**
 - 4.6.1. Bankruptcies
 - 4.6.2. Third party collections
 - 4.6.3. Secured loans
 - 4.6.4. Judgments

- 4.7. **Trade Information:**
 - 4.7.1. Business/ID Code (Company name)
 - 4.7.2. Report date
 - 4.7.3. Opened date
 - 4.7.4. High credit
 - 4.7.5. Terms
 - 4.7.6. Balance
 - 4.7.7. Past due amounts
 - 4.7.8. Type of account
 - 4.7.9. Months reviewed
 - 4.7.10. Date of last activity
 - 4.7.11. Previous high rates
 - 4.7.12. Additional information on account

- 4.8. **Credit Utilization**
 - 4.8.1. Total of all high credit amount.
 - 4.8.2. Total of all open account balances.

- 4.9. **Consumer Declaration**
 - 4.9.1. Statement/explanation/comments from the consumer

5. Tasks / Deliverables

The Contractor must:

- 5.1. Provide PCA unlimited user licenses (user profiles) across Canada to conduct the verifications, at no additional cost to PCA. ***Estimated 12 user licenses required.**
- 5.2. Provide complete, uninterrupted 24/7 online access to the credit report services.
- 5.3. Provide each user with a unique ID and password to access the system for security reasons;
- 5.4. Provide complete/detailed domestic (Canadian) consumer credit reports when requested and required. Reports must be received instantaneously.
- 5.5. Provide no charge online and telephone support on an as and when requested and required basis including but not limited to answering technical questions, interpretation of credit reports, etc...
- 5.6. Provide/deliver training to PCA personnel upon issuance of the contract and as and when requested. Training will be required if changes are made to the Contractor's credit reporting system that affects PCA's ability to pull or interpret reports.

Web-Based training must be offered at no charge.

Training may also be offered in one or more of the following types of settings:

- 5.6.1. Training at PCA's location (30 Victoria, Gatineau QC) and/or
- 5.6.2. Offsite training (Contractors specified location)

- 5.7. Report any potential and actual breaches to PCA's account in writing within 24 hours.

6. Constraints

- 6.1. The Contractor must have measures in place to ensure that due to the confidential nature of the information and PCA business, no log on the details of credit inquiries for PCA screening purposes are kept, except for administrative purposes, such as the number of searches.
- 6.2. The Contractor must ensure that updates/changes to their system do not cause any disruption in services.

7. Languages:

- 7.1. The Bidder must provide all of the requested services and documentation in both official languages (French and English).

ANNEX "B" BASIS OF PAYMENT

Bidders must provide pricing, in their financial bid, in the format specified in this Annex "B" – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.

*The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data. The estimated quantities are for evaluation purposes only.

1 Year 1:

1.1 Unit Price Table

Description	Unit Price (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Price per check with results		2400	\$
Price per check with no results		100	\$
Subtotal table 1.1			\$

1.2 Options Price Table

Description	Price per Item (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Training at PCA Location for 5 individuals		1	\$
Training at Contractors Specified Location for 5 individuals		1	\$
Subtotal table 1.2			\$

2 Option Year 1:

2.1 Unit Price Table

Description	Unit Price (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Price per check with results		2400	\$
Price per check with no results		100	\$
Subtotal table 2.1			\$

2.2 Options Price Table

Description	Price per Item (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Training at PCA Location for 5 individuals		1	\$
Training at Contractors Specified Location for 5 individuals		1	\$
Subtotal table 2.2			\$

3 Option Year 2:

3.1 Unit Price Table

Description	Unit Price (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Price per check with results		2400	\$
Price per check with no results		100	\$
Subtotal table 3.1			\$

3.2 Options Price Table

Description	Price per Item (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Training at PCA Location for 5 individuals		1	\$
Training at Contractors Specified Location for 5 individuals		1	\$
Subtotal table 3.2			\$

4 Option Year 3:

4.1 Unit Price Table

Description	Unit Price (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Price per check with results		2400	\$
Price per check with no results		100	\$
Subtotal table 4.1			\$

4.2 Options Price Table

Description	Price per Item (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Training at PCA Location for 5 individuals		1	\$
Training at Contractors Specified Location for 5 individuals		1	\$
Subtotal table 4.2			\$

5 Option Year 4:

5.1 Unit Price Table

Description	Unit Price (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Price per check with results		2400	\$
Price per check with no results		100	\$
Subtotal table 4.1			\$

5.2 Options Price Table

Description	Price per Item (a)	Estimated Quantity* (b)	Extended Price (c) (a)*(b) = (c)
Training at PCA Location for 5 individuals		1	\$
Training at Contractors Specified Location for 5 individuals		1	\$
Subtotal table 4.2			\$

6 Total:

Description	Price per Item (a)
Year 1	
Table 1.1	\$ _____
Table 1.2	\$ _____
Option Year 1	
Table 2.1	\$ _____
Table 2.2	\$ _____
Option Year 2	
Table 3.1	\$ _____
Table 3.2	\$ _____
Option Year 3	
Table 4.1	\$ _____
Table 4.2	\$ _____
Option Year 4	
Table 5.1	\$ _____
Table 5.2	\$ _____
Total:	\$ _____

Representative's Signature: _____

Representative's Name: _____

Title: _____

Vendor/Firm Name: _____

Mailing Address: _____

City: _____

Province/ Territory: _____

Postal Code: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Procurement Business Number (PBN) or Goods and Services Tax (GST) Number: _____

ANNEX “C” INTEGRITY PROVISIONS

List of names: All suppliers, regardless of their status under the policy, must submit the following information when participating in a procurement processor real property transaction:

- i. suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
or
- iii. suppliers that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the supplier of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement.

For more information or additional forms concerning Canada’s Integrity Regime consult <http://www.tpsgc-pwgsc.gc.ca/ci-if/ci-if-eng.html>.

Company Information

Legal Business Name (required) :	
Alternative name (optional) :	
Operating as (optional) :	
PBN (optional):	

Board of directors (required) (add additional lines as required)

Director full name	Position (optional)