



**Request for Proposal: ISED189491**

**SEND BIDS TO:**

Innovation, Science and Economic  
Development Canada  
Contracts & Materiel Management  
235 Queen Street  
Bid Receiving Area,  
Mail Scanning, Room S-143, Level S1  
Ottawa, ON  
K1A 0H5  
Attention: Chantal Lafleur

<b>Title</b> Spectrum Auction Services for the mmWave Auction	
<b>Solicitation N°</b> ISED189491	<b>Date</b> September 7, 2018
<b>Solicitation Closes</b> At 2:00 PM on October 17, 2018	<b>Time Zone</b> Eastern Daylight Time
<b>F.O.B.</b> Destination	
<b>Address inquiries to:</b> Chantal Lafleur	
<b>Telephone N°</b> 613-608-5865	<b>Email address</b> chantal.lafleur2@canada.ca
<b>Destination – of Goods, Services or Construction</b>  See Herein	

**REQUEST FOR PROPOSAL**

**Proposal to: Innovation, Science  
and Economic Development  
Canada**

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

**Instructions: See Herein**

**Comments:**  
**This document contains a Security Requirement**

**Issuing Office:**

Innovation, Science and Economic  
Development Canada  
Contracts & Materiel Management  
235 Queen Street  
Ottawa, ON  
K1A 0H5

<b>Delivery Required:</b>  See Herein	
<b>Bidder's Name and address</b>	
<b>Name and title of person authorized to sign on behalf of the Bidder (type or print)</b>	
<b>Signature:</b>	<b>Date:</b>



# **Request for Proposal (RFP)**

**For the provision of**

**Spectrum Auction Services for  
the mmWave Auction**

**for**

**Innovation, Science and Economic Development  
Canada**



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Proposal (RFP) (also referred to herein as the “bid solicitation”) is divided into seven parts plus attachments and appendices, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, the Evaluation Criteria, the Certifications Required with the Bid and the Federal Contractor’s Program for Employment Equity – Bid Certification and the Attestation Form.

The Appendices include the Statement of Work, the Terms of Payment, Security Requirements and the Security Requirements Checklist Certification.

### **2. Summary**

Innovation, Science and Economic Development Canada (ISED) is soliciting bids (also referred to as “proposals”) for the services of a Contractor to provide Spectrum Auction Services for the mmWave Auction as defined in Appendix “A”, Statement of Work (the “Work”), for a period commencing from date of Contract award to December 31, 2023 with an irrevocable option in favour of ISED to extend the terms of the Contract by two (2) periods of one (1) year each under the same terms and conditions.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Comprehensive Free Trade Agreement (CFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the attachment titled *Federal Contractors Program for Employment Equity - Certification*.

### **3. Security**

There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security Requirements, and Part 7 – Resulting Contract Clauses.

### **4. Legal Capacity**

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if required by the Contracting Authority, a statement and any requested supporting documentation including the laws under which it is registered or incorporated together with the registered or corporate name and place of business. These requirements also apply to bidders submitting a bid as a joint venture.

#### *Definition of Bidder*

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform the Work. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

#### *Definition of Joint Venture*



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Association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement and to perform the Work.

**5. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation. Bidders must make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation. The debriefing may be provided in writing, by telephone or in person.

**PART 2 – INSTRUCTIONS TO BIDDERS**

**1. Glossary of Terms**

TERM	DEFINITION / MEANING
<b>RFP</b>	Request for Proposal
<b>ISED</b>	Innovation, Science and Economic Development Canada or the Department
<b>Mandatory requirements</b>	Whenever the words “shall”, “must”, “will” and “mandatory” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement. Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.
<b>Should</b>	The word “should” means an action that is preferred but not mandatory.
<b>Minister</b>	The Minister of Innovation, Science and Economic Development.
<b>Canada</b>	“means Her Majesty the Queen in right of Canada as represented by the Minister of ISED and any other person duly authorized to act on behalf of that Minister”.

**2. General Conditions**

Attachment 1 to part 7, ISED General Conditions of a Service Contract will form part of and shall be incorporated into the resulting contract.

**3. Instructions, Clauses and Conditions**

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

**4. Submission of Bids**

4.1 Bids must be submitted only to ISED’s Bid Receiving Area by the date, time and place indicated on page 1 of the bid solicitation. Bidders are hereby advised that the Bid Receiving Area of ISED is open Monday to Friday inclusive, between the hours of 7:30 am and 4:30 pm, excluding Statutory Holidays.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this bid solicitation, bids transmitted by facsimile or electronic mail to ISED will not be accepted.

4.2 Canada requires that each bid, at closing time, be signed by the Bidder or by an authorized representative of the Bidder. In the event of a bid submitted by a contractual joint venture, the bid shall either be signed by all parties of the joint venture or a statement shall be provided to the effect that the signatory has the authority to bind all parties of the joint venture.

4.3 It is the Bidder’s responsibility to:



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- a. obtain clarification of any terms, conditions or technical requirements contained in the solicitation, if necessary, before submitting a bid;
  - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
  - c. submit by closing date and time a signed complete bid;
  - d. send its bid only to the ISED Bid Receiving Area specified on Page 1 of the bid solicitation or to the address specified in the bid solicitation;
  - e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope(s) or the parcel(s) containing the bid;
  - f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation; and
  - g. include the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.
- 4.4 Bids will remain open for acceptance for a period of not less than one-hundred and twenty (120) calendar days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) business days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
- 4.5 Bid documents and supporting information must only be submitted in either English or French.
- 4.6 Pricing information must not be included in any section of the proposal other than the Financial Proposal section of the bid.
- 4.7 Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to legal obligations including the provisions of the *Access to Information Act*, R.S. 1985, c.A-1 and the *Privacy Act*, R.S. 1985, c. P-21, international obligations and judicial order.
- 4.8 Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
- 4.9 Proposals received after the closing time and date shown will not be considered and will be returned unopened to the sender.
- 4.10 The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract and the Minister reserves the right to reject any proposal including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

**5. Notice to bidders**

The following terms and conditions may apply to this solicitation:

- 5.1 Bidders may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their technical capability to satisfy the requirement as stipulated in this solicitation.
- 5.2
  - a) For Canadian-based bidders, prices must be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable INCLUDED, and Goods and Services Tax (GST) or Harmonized Sales Taxes (HST) as applicable EXCLUDED.
  - b) For Foreign-based bidders, prices must be firm (in Canadian funds) and EXCLUDE Canadian customs duties, excise taxes and GST or HST as applicable. CANADIAN CUSTOMS DUTIES AND



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EXCISE TAXES PAYABLE BY ISED WILL BE ADDED, FOR EVALUATION PURPOSES ONLY, TO THE PRICES SUBMITTED BY FOREIGN-BASED BIDDERS.

- 5.3 The contract term “Employment Equity” and any clause relating to international sanctions, if and when included in this document, apply to Canadian-based bidders only.

**6. Enquiries - Bid Solicitation Period**

- 6.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation, from the issue date of the solicitation up to the closing date (the “bid solicitation period”), must be directed ONLY to the Contracting Authority identified in the bid solicitation. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this request may (for that reason alone) result in the bid being declared non-responsive.
- 6.2 Bidders must reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care must 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 proprietary in nature must be clearly marked “proprietary” at each relevant item. Items identified as “proprietary” will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders.
- 6.3 All enquiries regarding this bid solicitation must be submitted in writing to the Contracting Authority named below as early as possible within the solicitation period to allow sufficient time to provide a response. All enquiries must be submitted in writing no later than six (6) working days before the bid closing date. Enquiries received after that time may not be answered.

The Contracting Authority is:

Name: Chantal Lafleur  
Title: Senior Contracts and Procurement Advisor  
Email address: chantal.lafleur2@canada.ca  
Telephone Number: 613-608-5865

- 6.4 To ensure consistency and quality of information provided to bidders, the Contracting Authority will simultaneously distribute any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.
- 6.5 Meetings will not be held with individual bidders prior to the closing date and time of this RFP.
- 6.6 Amendments to the Bidder’s proposal will not be accepted after the RFP closing date and time.

**7. Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or Canadian territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or Canadian 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 Bidder.

**8. Rights of Canada**

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;





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- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the bidders who bid to re-submit bids within a period designated by Canada;
- g. negotiate with the sole responsive Bidder to ensure best value to Canada;
- h. accept, or waive, a non-material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non-material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i. award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j. retain all proposals submitted in response to this bid solicitation.

**9. Price Support**

In the event that the Bidder's proposal is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price support if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

**10. Bid Costs**

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

**11. Conduct of Evaluation**

In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:

- a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
- b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
- c. request, before award of any contract, specific information with respect to Bidder's legal status;
- d. conduct a survey of Bidder's facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
- e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation;
- f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
- g. interview, at the sole costs of bidders, any Bidder and/or any or all of the resources proposed by bidders to fulfil the requirement of the bid solicitation.

Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

**12. Conflict of Interest – Unfair Advantage**

In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation;



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- b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.

The experience acquired by a Bidder who is providing or has previously provided the goods and/or services described in the bid solicitation (or similar goods and/or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.

Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

**13. Entire Requirement**

The bid solicitation documents contain all the requirements relating to the solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

**PART 3 – BID PREPARATION INSTRUCTIONS**

**1. Bid Preparation Instructions**

Canada requests that bidders prepare and submit their formal proposal as four (4) separately bound documents as follows:

Section I:	Technical Bid	4 hard copies
Section II:	Financial Bid	2 hard copies
Section III:	Certifications	2 hard copies
Section IV:	Additional Information	2 hard copies

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; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

- 1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

All references to descriptive material, technical manuals and brochures must be included in the bid. Reduction in the size of documents will contribute to ISED's sustainable development initiatives and reduce waste.

**Section I: Technical Bid**

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



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

**Resumes for proposed resources:** Unless specified otherwise in the RFP, the technical bid must include resumes for each of the consultants identified in the bid solicitation that demonstrate that each proposed individual meets the requirement(s).

### Joint-Venture Experience

A joint venture or partnership bidder may rely on the experience of its members to meet the technical criterion of this bid solicitation.

**Education:** Academic Accreditation (Degree, etc.) must be obtained through a recognized academic institution in the field of expertise.

**Note:** When applicable, each individual proposed with a university degree or college diploma, must possess, at a minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: <http://www.cicic.ca/1374/obtain-an-academic-credential-assessment-for-general-purposes/index.canada>.

Part 4, Section 1 – Evaluation Procedures and Attachment 1 to Part 4, Evaluation Criteria, contain additional instructions that bidders must consider when preparing their technical bid.

### Section II: Financial Bid

The financial bid must be submitted as a separate package to the technical bid.

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

When the Bidder is required to bid a firm price for the work or any portion of the work, bidders must provide in their financial bid a price breakdown for the firm price quoted. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders must review the Terms of Payment in Appendix B and Stage One and Stage Three in Part 4.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

### Section IV: Additional Information

In section IV of their bid, bidders must provide the following information:

1. their legal name;
2. their Procurement Business Number (PBN) (for additional information on how to register to obtain a PBN, refer to the following website: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>);
3. their full mailing address;
4. the name of the contact person (including this person's mailing address, phone number and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.



**ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE**

**1.0 Professional Fees**

Since auction durations are difficult to predict, certain costs associated with the Work to be carried out, as stated in Appendix A – Statement of Work, must be provided as per diem rates while others must be provided as fixed cost prices. The Pricing Schedule below identifies the costing components and identifies whether the Bidder must provide per diem rates or fixed cost prices.

The Pricing Schedule is broken down by various requirements/tasks for the Work:

Phase 1 work consists of consulting services to provide advice and assistance in the development of the auction policy and licensing documents. All Phase 1 work must be provided as per diem rates.

Phase 2 work consists of the development, testing, and implementation of the auction system including training as well as the day-to-day operations and support of the auction system. The Contractor will be providing advice throughout the conduct of the auction and consulting services post auction. This consulting advice as detailed in Table 2 must be provided as per diem rates. Other work detailed in Table 2 must be provided as fixed cost prices, as indicated.

The Bidder must submit a cost breakdown using the Pricing Schedule below and include it in its financial bid.

**1.1** The Contractor shall be bound by the per diem rates and fixed cost prices quoted in its financial bid for Phase 1 and Phase 2 work. No increase in its rates or prices will be accepted during the period of the Contract.

**1.2** The inclusion of volumetric data (level of effort) in the Pricing Schedule is for evaluation purposes only and does not represent a commitment by ISDE that ISDE's future usage of the services described in the bid solicitation will be consistent with this data.

**Phase 1: Consulting Services for Spectrum Auction Design – Per Diem Rate**

Item Number	Requirement	Proposed Resource	Estimated Level of Effort	Per Diem Rate (\$ CAD)	Total (\$ CAD)
			A	B	C = A X B
1	Consulting Services for Spectrum Auction Design for the mmWave Auction – Senior Consultant		Up to 40 days, dependent upon the level of effort		
2	Consulting Services for Spectrum Auction Design for the mmWave Auction - Consultant		Up to 70 days, dependent upon the level of effort		
Pricing Schedule 1 Total (TAX excluded):					\$ _____ CAD



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**Phase 2: Development, Testing, Implementation and Operation of a Spectrum Auction over the Internet**

**Phase 2 Consulting Services – Per Diem Rate**

Item Number	Requirement	Proposed Resource	Estimated Level of Effort	Per Diem Rate (\$ CAD)	Total (\$ CAD)
			A	B	C = A X B
3	Conducting training sessions with ISDE for the mmWave Auction – Operations and Technical Resources		5 days		
4	Consulting Services during Phase 2 for the mmWave Auction - Senior Consultant (if needed)		8 days		
5	Consulting Services during Phase 2 for the mmWave Auction - Consultant (if needed)		8 days		
6	Additional fees should the mmWave Auction last longer than a total of 35 business days - Operations and Technical Resources (if needed)		6 days		
7	Fees for Software Changes for the mmWave Auction – Operations and Technical Resources (if needed)		1 day		
8	Third level client support for the mock auctions - Operations and Technical Resources (if needed)		4 days		
Pricing Schedule 2 Total (TAX excluded):					\$_____CAD



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**Phase 2: Development, Testing, Implementation and Operation of the mmWave Auction – Fixed Cost Prices**

<b>Item Number</b>	<b>Requirement</b>	<b>Fixed Cost Price (\$ CAD)</b>
9	Development, testing and delivery of the auction system, ISED auction administrator manual and auction bidder user manual for the auction system.	
10	Development, testing and delivery of a bidder tool and user manual for the bidder tool (including support time which is capped at 10 days).	
11	Provide training on the management of the auction system and bidder tool to the ISED auction administrator. Provide remote training for ISED staff on the auction system and bidder tool.	
12	Development of presentations and participation in a bidder information seminar describing and demonstrating the capability of the auction system and bidder tool.	
13	Mock Auction #1 (up to 4 bidders per day, over a 5 day period)	
14	Mock Auction #2 (up to 20 bidders in one auction, over a 2 week period).	
15	Mock Auction #3 (up to 5 bidders per day over a 4 day period)	
16	Conduct the live mmWave auction from within Canada (up to a total of 35 business days).	
17	Produce an auction post-mortem report for the mmWave Auction.	
Pricing Schedule 3 Total (TAX excluded):		\$ _____ CAD

**Summary Pricing Schedule**

<b>TOTAL PRICE – Sum of Schedule 1, 2 and 3 (Tax excluded) =</b>	
<b>+ TRAVEL BUDGET</b>	<b>\$ 75,000.00 CAD</b>
<b>BIDDER’S TOTAL EVALUATED PRICE (Tax excluded) =</b>	
<b>APPLICABLE TAXES</b>	

**As stated in Attachment 1 to Part 4 – Evaluation Criteria, Mandatory Financial Criteria MF1, the Bidder’s total Evaluated Price must not exceed a budget of \$1,740,000.00 Canadian dollars, including up to \$75,000.00 for travel and all other expenses, excluding applicable taxes. Proposals costing more will be rejected and will not be evaluated.**



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**2.0 Cost Reimbursable Expenses**

**2.1 Authorized travel and living expenses for Work performed in Canada**

Canada agrees to reimburse the Contractor a sum not to exceed \$75,000.00 including taxes, for any of its travel related expenses properly incurred in the performance of the Work, and only upon submission of original receipts (amounts specified in Appendices B, C and D of the National Joint Council Travel Directive do not require receipts).

All travel must be preauthorized by the ISED Project Authority and must be in accordance with Section 7 of [Treasury Board \(TB\) Special Travel Authorities](#) and the [National Joint Council Travel Directive, as amended from time to time](#).

The National Joint Council Travel Directive can be found at the following link: <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>

The Treasury Board Special Travel Authorities can be found at the following link:

<https://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/sta-asv-eng.asp>





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

### **1. Evaluation Procedures**

Proposals will be assessed in accordance with the entire requirement of the bid solicitation.

An evaluation team comprised of representatives of ISED will evaluate the bids.

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) seek clarification or verify any or all information provided by the Bidder with respect to this RFP;
- b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, at ISED in Ottawa, Ontario, Canada, on 48 hours' notice, to verify and validate any information or data submitted by the Bidder.

The evaluation and selection process is comprised of three (3) separate stages as follows:

#### **Stage One: Evaluation of Mandatory Technical and Financial Criteria**

During Stage One, the proposals will be evaluated for compliance with each of the mandatory requirements (technical and financial criteria). Refer to Attachment 1 to Part 4.

At Stage One, proposals that do not meet all of the mandatory requirements will be set aside and not be given any further consideration.

Proposals meeting all mandatory requirements under Stage One will proceed to Stage Two of the evaluation process.

#### **Stage Two: Evaluation of the Point Rated Technical Criteria**

Proposals that satisfy the Stage One mandatory requirements shall be further evaluated against the point rated technical criteria and scored in accordance with the available points for each point rated criteria. The total points available for the point rated requirements is **100** points. Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

To be further evaluated, the Bidder's proposal must achieve an overall minimum technical score of **75**.

Any proposal which fails to achieve the overall minimum score requirement of **75** points or which fails to achieve the required minimum score for any rated item will be eliminated from further consideration at the end of Stage Two and the Bidder will not be invited to take part in the Auction System Demonstration, i.e. Stage Three.

#### **Stage Three: Evaluation of the Requirements for the Auction System Demonstration**

Proposals that meet or exceed the overall minimum score requirement and the minimum score for each rated item will be further evaluated by taking part in an Auction System Demonstration. The bidders will hold a sample auction demonstration electronically over the Internet. ISED's evaluation team will use this demonstration to evaluate the various aspects of the bidder's auction system using the requirements, as listed in Attachment 1 to Part 4. The time and date of the demonstration to take place will be mutually agreed upon by ISED and the Bidder.

The Bidder's system demonstration must be in accordance with the Sample Auction Scenario provided in Attachment 1 to Appendix A of the RFP. System demonstrations that do not meet all of the mandatory requirements or which fail to achieve the required minimum score for any rated item will be eliminated from further consideration at the end of Stage Three and will be given no further consideration in this process.

System demonstrations that the evaluation team deems to be compliant will proceed to Stage Four of the evaluation. The decision of the evaluation team shall be final.





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**Stage Four: Evaluation of the Financial Proposal**

Proposals that have met all the mandatory requirements (technical and financial criteria), and that have met or exceeded the overall minimum score requirements and the minimum score for each rated item, will be evaluated further. For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

**2. Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)**

**2.1** To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory technical and financial evaluation criteria; as well as the mandatory requirements of the Sample Auction System Demonstration; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria and for the Sample Auction System Demonstration.

**2.2** Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

**2.3** The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 20$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

**2.4** A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 80$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for the total of all the point rated technical criteria for Stage 2 as specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

**2.5** The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$ .

**2.6** The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

**2.7** The table below illustrates an example where the selection of the Contractor is determined by an **80/20** ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	80	88	93
<b>Bid Evaluated Price</b>	CAD\$450,000	CAD\$475,000	CAD\$495,000
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Combined Rating</b>
<b>Bidder 1</b>	$80 / 100 \times 80 = 64.0$	$450,000 / 450,000 \times 20 = 20.0$	84.0
<b>Bidder 2</b>	$88 / 100 \times 80 = 70.4$	$450,000 / 475,000 \times 20 = 18.9$	89.3
<b>Bidder 3</b>	$93 / 100 \times 80 = 74.4$	$450,000 / 495,000 \times 20 = 18.2$	92.6

**In this example, Bidder 3 would be considered the successful Bidder.**



**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA**

There are three stages to the evaluation process:

- Stage 1 – Mandatory Technical Criteria**
- Stage 2 – Point Rated Technical Criteria**
- Stage 3 – Sample Auction Demonstration**
- Stage 4 – Mandatory Financial Criteria**

All requirements must be met in Stage 1 – Mandatory Technical Criteria in order to proceed to Stage 2 – Point Rated Technical Criteria. In Stage 2, the Bidder’s proposal must achieve an overall minimum technical rating of 75 points in order to continue to Stage 3 of the evaluation. In Stage 3 – Sample Auction Demonstration, twenty eight (28) mandatory requirements and a minimum of twenty seven (27) technical points must be met in order to continue to Stage 4 – Mandatory Financial Criteria.

The Bidder must provide the necessary documentation to support compliance with this requirement.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in bullet “b” above, the resumes and supporting documentation will be accepted as evidence.

**1. Stage 1 - Mandatory Technical Criteria**

To be considered responsive, the proposal must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

No points are awarded for the mandatory requirements, but each one must be met in order for the Bidder’s proposal to proceed to receive consideration and points for the point-rated technical criteria.

Proposals which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

ISED will terminate the evaluation upon the first finding of non-compliance of a mandatory requirement.

**Mandatory Technical Criteria (MT)**

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder\* will be considered.

\* “Bidder” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform the Work. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.



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Number	Mandatory Technical Criteria	MET	NOT MET	Cross Reference to Proposal
<b>MT1</b>	<p>The Bidder must provide the curriculum vitae (CV) of all team members who are proposed to work on the Contract and identify the role of each team member (e.g. senior consultant, consultant, operations resource, technical resource).</p> <p>The CVs of team members providing Consulting Services under Phase 1 of the Contract must demonstrate:</p> <ul style="list-style-type: none"> <li>• Experience in the provision of expert advice and recommendations specifically in the areas of spectrum auction policy and execution as it relates to the work listed in Section 6.0, Project Details.</li> <li>• The number of years of experience providing spectrum auction consulting services. A minimum of three (3) years of experience of providing such services within the past eight (8) years is required.</li> <li>• That the team providing Consulting Services under Phase 1 of the Contract includes at least one (1) person with an advanced degree in Economics or Mathematics. Other team members must have advanced degrees in areas relevant to the Work, e.g. Engineering (including Operations Research) and Computer and Information Sciences (including Information Technology).</li> </ul>			
<b>MT2</b>	<p>The Bidder must identify in its proposal one (1) senior team member from the list above that will act as the sole point of contact for ISED for the duration of the Contract.</p>			
<b>MT3</b>	<p>The financial proposal must be submitted as a separate document to the technical proposal</p> <p>(NO FINANCIAL INFORMATION FROM THE FINANCIAL PROPOSAL MAY APPEAR IN THE TECHNICAL PROPOSAL).</p>			

**2. Stage 2 - Point Rated Technical Criteria**

Bidder proposals will be evaluated and scored as specified in the tables inserted below.

In order to qualify for the rating process, proposals should respond to the following point rated technical requirements in the order shown and should include the referenced Section/Page from the Statement of Work (Appendix A) in the Bidder's proposal.

In addition, the Bidder's proposal must achieve an overall minimum technical rating of **75 points**.

Proposals which fail to obtain the required minimum number of points will be declared non-responsive. Each point-rated technical criterion must be addressed separately.

Number	Point Rated Technical Criteria (RT)	Maximum Number of Points	Minimum Number of Points	Cross Reference to Proposal
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<p><b>RT1</b></p>	<p><b>Previous Experience</b></p> <p>The Bidder should provide in its proposal a written section to demonstrate its involvement on three (3) projects conducted within the past eight (8) years demonstrating its experience in offering services, including: evaluating and advising on spectrum auction policies and methods, and developing, implementing and operating spectrum auctions over the Internet. Each project will be rated on the specific activities conducted in response to the project and their similarities to the services and activities outlined in the Statement of Work (Appendix A). If more than three (3) projects are provided to demonstrate this experience, then only the first three (3) projects in the list of projects will be evaluated. At least two projects should demonstrate experience evaluating and advising on spectrum auction policies and methods and developing, implementing and operating spectrum auctions over the Internet for a spectrum regulator.</p> <p>The Bidder should provide in its technical proposal a written section that specifically demonstrates that each of the team members associated with Phase 1 of the Work have experience in producing written reports detailing the findings and recommendations for various types of analysis. This may include, but is not limited to, reports documenting the results of simulation analysis or presenting issues and recommendations related to auction rules or features.</p>	<p><b>40</b></p>	<p><b>30</b></p>	
<p><b>RT2</b></p>	<p><b>Understanding of the Requirement</b></p> <p>The Bidder should provide in its proposal a written section to demonstrate its understanding of the scope and objectives of the Work (Phase 1 and Phase 2). The Bidder's response must not simply repeat the requirements.</p> <p>In addition, a specific section in the Bidder's proposal should be written to demonstrate the Bidder's understanding of the following:</p> <ul style="list-style-type: none"> <li>• Framework for Spectrum Auctions in Canada;</li> <li>• Spectrum Policy Framework for Canada; and</li> <li>• Canadian and international band plans in the mmWave range, including Canadian licence tier structure.</li> </ul>	<p><b>5</b></p>	<p><b>0</b></p>	



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<p><b>RT3</b></p>	<p><b>Auction solution capabilities</b></p> <p>The Bidder should provide in its proposal a written section that demonstrates that its auction system has the capability of conducting auction services for spectrum where aggregation of multiple objects and package preferences are possible for bidders.</p>	<p><b>10</b></p>	<p><b>0</b></p>	
<p><b>RT4</b></p>	<p><b>Auction system attributes</b></p> <p>The Bidder should provide in its proposal a written section that specifically demonstrates the various auction system attributes that are available for use within its auction system.</p> <p><b>Auction System Interfaces</b></p> <p>The Bidder should provide in its proposal a written section to demonstrate that the bidder's auction system interfaces can present the information as indicated in Section 6.2.4 of the Statement of Work (Appendix A). The Bidder should submit examples in its proposal.</p>	<p><b>10</b></p>	<p><b>0</b></p>	
<p><b>RT5</b></p>	<p><b>Project Management</b></p> <p>The Bidder should provide in its proposal a written section that provides at a minimum, a project management plan and timelines that will demonstrate the Bidder's ability to meet the requirements of both Phases 1 and 2 of the Work. The project plan should include the development, testing and quality assurance processes of the auction software, bidder tool as well as other deliverables, such as the auction system and bidder tool user manuals.</p>	<p><b>10</b></p>	<p><b>0</b></p>	
<p><b>RT6</b></p>	<p><b>Quality Assurance and Control</b></p> <p>The Bidder should provide in its proposal a written section that demonstrates that they have quality assurance systems, reports, tools and processes in place in order to ensure that deliverables are of acceptable quality, are complete and accurate.</p>	<p><b>10</b></p>	<p><b>0</b></p>	
<p><b>RT7</b></p>	<p><b>System testing</b></p> <p>The Bidder should provide in its proposal a written section that describes its auction system testing plan, including stress testing, to ensure that the auction system and bidder tool are functional. Sample test reports should be included with the proposal.</p>	<p><b>10</b></p>	<p><b>0</b></p>	
<p><b>RT8</b></p>	<p><b>Training Solution</b></p> <p>The Bidder should provide in its proposal a written section that describes how they propose to provide</p>	<p><b>5</b></p>	<p><b>0</b></p>	



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	training to ISED staff and auction bidders.			
<b>Stage 2 - Total maximum technical points</b>		100	<b>Stage 2 Overall minimum points required: 75</b>	

**3. Stage 3 –Sample Auction System Demonstration**

In order for a Bidder to continue in the evaluation process, the Bidder must agree to hold a sample spectrum auction over the Internet. ISED’s evaluation team will use this demonstration to evaluate the various aspects of the bidder’s auction system using the requirements below. The bidder’s auction system demonstration must meet all of the mandatory requirements of this solicitation and the minimum number of points for each technical criterion. System demonstrations not meeting all of the mandatory requirements listed below or the minimum number of points for each technical criterion will be given no further consideration.

**The system demonstration must be in accordance with the Sample Auction Scenario provided in Attachment 1 to Appendix A, attached to this RFP. The time and date of the demonstration will be mutually agreed upon by ISED and the Bidder.**

<b>Auction System Demonstration</b>		
<b>Number</b>	<b>Mandatory Requirement</b>	<b>Pass / Fail</b>
1	Successful connectivity to the application (via MAC or PC)	
2	Access to application is encrypted	
3	Secure Bidder login (successful login screen; invalid login screen; account locked after x number of invalid login attempts)	
4	Home page	
5	Auction schedule page	
6	Real-time notifications / error messages (e.g. current bid points exceed eligibility; warning, reduction of eligibility)	
7	Bidder change password	
8	Bidder logout	
9	Anonymous bidding	
10	Flexibility to change bid increments	
11	Auction bidders must be able to select the products to bid on and submit their bid	
12	Bid confirmation screen	
13	Permit changes to auction parameters during the auction process	
14	Messaging facility permitting ISED staff to send messages to individual auction bidders as well as all auction bidders	
15	Start time and date, duration and/or end time of the next round in the auction	
16	A real-time countdown clock on the auction bidder’s interface	



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17	Current high bid for each of the licences in the auction	
18	All active bids for each of the licences in the latest completed round of the auction	
19	Display current round prices of products on a webpage. A history of round-by-round prices must be available on a separate page	
20	Display the bid increment for each object in the next round of the auction	
21	Display the auction bidder's current total eligibility / bidding entitlement	
22	Display the auction bidder's used eligibility / bidding entitlement in the current auction round	
23	Display the number of active auction bidders in the latest auction round for each licence	
24	Display the name or identifier of all active auction bidders in the latest auction round for each licence	
25	The above information for all previous rounds must also be available to auction bidders for their own information	
26	Traceability – The content and timestamp of all information that is received by the system from the auction bidders	
27	Traceability – The content and timestamp of all information that is entered into the system by ISED staff	
28	The bidding screen (scrolling acceptable) clearly displays all available products in the auction.	

Number	Sample Auction Demonstration Point Rated Technical Criteria (DT)	Maximum Number of Points	Minimum Number of Points
DT1	The auction software provides an intuitive and easy-to use mechanism to place bids.	12	9
DT2	Real-time error messages/notifications are highly visible and communicate the issue(s) clearly.	12	9
DT3	The auction software provides an intuitive and easy-to-use interface for administering and conducting the auction.	12	9
<b>Stage 3 Total Points</b>		<b>36</b>	<b>27</b>

**4. Stage 4 - Mandatory Financial Criteria**

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive. Each criterion must be addressed separately.

Number	Mandatory Financial Criteria (MF)	Cross Reference to Proposal
<b>MF1</b>	<p>The total cost of the Bidder's financial proposal must not exceed \$1,740,000.00 Canadian dollars, including up to \$75,000.00 for travel and all other expenses, excluding applicable taxes. The Contractor must provide a full cost breakdown as per Attachment 1 to Part 3 – Pricing Schedule.</p> <p>Proposals exceeding the limits noted above will be rejected and will not be evaluated. No financial information from the financial proposal may appear in the technical proposal.</p>	



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**PART 5 – CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract. Canada shall declare a proposal non-responsive if the certifications are not submitted or completed as required.

The certifications provided by the Bidder to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare the Contractor in default in carrying out any of its obligations under the Contract, 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 with any request will also render the bid non-responsive or constitute a default under the Contract.

**1. Certifications Required with the Bid**

Bidders must submit as part of their bid, the certifications included in Attachment 1 to Part 5 and Attachment 2 to Part 5, duly completed by bid closing date.





## ATTACHMENT 1 TO PART 5 - CERTIFICATIONS REQUIRED WITH THE BID

### 1.0 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 public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

#### Definitions

For the purposes of this clause,

"Fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful Bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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 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 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.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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](#).

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee abatement formula, as required by Treasury Board Policy.



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**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.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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.

**2.0 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.

Canada will also have the right to terminate the Contract 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 Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 2 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

**3.0 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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



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submit his/her resumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

**4.0 Education and Experience**

The Bidder certifies that all the information provided in the resumes and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**5.0 Conflict of Interest**

In order to provide impartial and objective advice to ISED and to avoid any real or apparent conflict of interest, the Contractor represents and warrants that any proposed individual(s) assigned to perform any work under a Contract shall not be in a situation of conflict of interest that would render it unable to provide impartial assistance or advice to ISED, or affect or otherwise impair its objectivity in performing the work.

A Contract for services will be on the condition that there are no conflicts of interest for the duration of the project. Therefore, upon receiving a Contract from ISED, the Contractor shall not perform any services for any entity other than ISED in relation to the mmWave auction, including for a potential auction bidder in the related auction. The Contractor must certify that there is no actual conflict of interest or an appearance of a conflict of interest in relation to the project by submitting a signed declaration to the Project Authority prior to awarding the Contract. The Contractor shall at all times keep ISED updated on potential conflicts of interest related to the auction and the Contractors' other clients.

Should a Contractor subsequently become aware of such a potential conflict, it will notify the Project Authority immediately. By signing below, the Bidder hereby certifies that it has read the solicitation document and is in compliance with the above noted certifications, that all statements made in its proposal are accurate and factual, that it is aware that ISED reserves the right to verify all information provided in this regards, and that untrue statements may result in the proposal being declared non-responsive or in other action being taken which ISED deems appropriate.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
(Title of duly authorized representative of business)

Name of Business: \_\_\_\_\_



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**ATTACHMENT 2 TO PART 5 - Federal Contractor's Program for Employment Equity – Bid Certification**

**1. Federal Contractors Program For Employment Equity - Certification**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html). Date: \_\_\_\_\_ Instructions to the Bidder:(YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- ( ) A1. The Bidder certifies having no work force in Canada.
- ( ) A2. The Bidder certifies being a public sector employer.
- ( ) A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ( ) A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- ( ) A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- ( ) A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

- ( ) A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form [Agreement to Implement Employment Equity \(LAB1168\)](#), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- ( ) B1. The Bidder is not a Joint Venture.

or

- ( ) B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.



## **PART 6 – SECURITY REQUIREMENTS**

### **1. Security Requirements**

The Bidder must comply with the provisions of the Security Requirements Check List (SRCL) and security guide attached at Appendix C.

In addition, the Bidder must submit, as part of their bid, the completed and signed Attestation Form (Part I) provided in Attachment 1 to Part 6.

The Bidder must also review the Security Requirements in Section 2 of Part 7 - Resulting Contract Clauses, including Appendix C – Approved Verifications for the required Criminal Record Background Check, for security requirements related to this requirement which the winning Bidder must meet.



**ATTACHMENT 1 TO PART 6 - ATTESTATION FORM**

**PART I**

**APPOINTMENT OF COMPANY SECURITY OFFICER**

I, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_  
(Chief Executive Officer or Designated Key Senior Official\*) (Title) (Company/Organization)

**hereby appoint the following individual as our Company Security Officer:**

\_\_\_\_\_  
(Full name of Appointee)

**Dated at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.**

\_\_\_\_\_  
(Signature of Chief Executive Officer or Designated Key Senior Official\*)

\* Designated Key Senior Officials\* includes the owners, officers, directors, executives, and partners who occupy positions which would enable them to adversely affect the organization's policies or practices in the performance of the Contract.



## PART 7 – RESULTING CONTRACT CLAUSES

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

### 1. General Conditions

Attachment 1 of Part 7, Innovation, Science and Economic Development Canada's General Conditions of a Services Contract, will be attached to the contract.

### 2. Security Requirements

The following security requirements (SRCL, security guide and related clauses) apply and form part of the Contract:

#### SECURITY REQUIREMENTS FOR SUPPLIER(S)

##### ISED RFP # ISED189491 - mmWave Auction Services

#### PROTECTED B, RELIABILITY STATUS

The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming **Contractor / Subcontractor** compliance with the security requirements for foreign suppliers. The following security requirements apply to the foreign recipient **Contractor / Subcontractor** incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent **contract / subcontract**.

1. The Foreign recipient **Contractor / Subcontractor** must be from a Country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral security instrument. The Contract Security Program (CSP) has international bilateral security instruments with the countries listed on the following PWGSC website:  
<http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.
2. The Foreign recipient **Contractor / Subcontractor** must provide proof that they are incorporated or authorized to do business in their jurisdiction.
3. The Foreign recipient **Contractor / Subcontractor** shall not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation must be provided, in writing, to the foreign recipient **Contractor / Subcontractor** in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
4. The Foreign recipient **Contractor / Subcontractor** must identify an authorized Contract Security Officer (CSO) and an Alternate Contract Security Officer (ACSO) (if applicable) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent Foreign recipient **Contractor's / Subcontractor's** Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
5. The Foreign recipient **Contractor / Subcontractor** and all proposed personnel and **Subcontractor's** who will be involved in the performance of on-site support for the contract, involving access to **PROTECTED B** information/assets, shall not permit access to Canadian restricted sites or grant access to **CANADA PROTECTED B** information, except to its personnel subject to the following conditions:
  - a. Personnel have a need-to-know for the performance of the **contract / subcontract**;
  - b. Personnel have been subject to a Criminal Record Check, with favourable results, from a recognized governmental agency or private sector organization in **their country** as well as a Background Verification, validated by the Canadian DSA. The approved verifications for the





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- required Criminal Record Check and Background Verification are listed in Attachment 1 to Appendix C;
- c. The Foreign recipient **Contractor / Subcontractor** shall ensure that personnel provide consent to share results of the Criminal record Background Check with the Canadian DSA and other Canadian Government Officials, if requested; and
  - d. The Government of Canada reserves the right to deny access to **CANADA PROTECTED** information/assets to a foreign recipient **Contractor / Subcontractor** for cause.
6. **CANADA PROTECTED** information/assets provided or generated pursuant to this **contract / subcontract** shall not be further provided to a third party Foreign recipient Subcontractor unless:
    - a. written assurance is obtained from the Canadian DSA to the effect that the third-party Foreign recipient Subcontractor has been approved for access to **CANADA PROTECTED** information/assets by the Canadian DSA; and
    - b. written consent is obtained from the Canadian DSA, if the third-party Foreign recipient Subcontractor is located in a third country.
  7. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the Canadian DSA.
  8. The Foreign recipient **Contractor / Subcontractor** shall not use the **CANADA PROTECTED** information/assets for any purpose other than for the performance of the **contract / subcontract** without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
  9. The foreign recipient **Contractor / Subcontractor** requiring access to Canadian Government work site(s), under this **contract / subcontract**, must submit a Request for Site Access to the Departmental Security Officer of Innovation, Science and Economic Development Canada.
  10. The Foreign recipient **Contractor / Subcontractor** shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **CANADA PROTECTED** information/assets pursuant to this **contract / subcontract** has been compromised.
  11. The Foreign recipient **Contractor / Subcontractor** shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **CANADA PROTECTED** information/assets accessed by the Foreign recipient **Contractor / Subcontractor**, pursuant this **contract / subcontract**, have been lost or disclosed to unauthorized persons.
  12. The Foreign recipient **Contractor / Subcontractor** shall not disclose **CANADA PROTECTED** information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent must be sought through the Canadian DSA.
  13. In the event that a foreign recipient **Contractor / Subcontractor** is chosen as a supplier for this **contract / subcontract**, subsequent country-specific foreign security requirement clauses must be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.
  14. The Foreign recipient **Contractor / Subcontractor** must comply with the provisions of the Security Requirements Check List attached at Appendix C.
  15. Canada has the right to reject any request to electronically access, process, produce, transmit or store **CANADA PROTECTED** information/assets related to the Work in any other country if there is any reason to be concerned about the security, privacy, or integrity of the information.

### **3. Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed confidentiality agreement, attachment 1 to Appendix A, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### **4. Statement of Work**

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

### **5. Term of the Contract**

#### **5.1 Period of the Contract**





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The Contractor shall, between the date of Contract award and the 31<sup>st</sup> day of December 2023, perform and complete with care, skill, diligence and efficiency the work that is described in the Statement of Work.

**5.2 Option to Extend the Contract**

The Contractor grants to ISED the irrevocable option to extend the term of the Contract by two (2) additional one (1) year periods 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 Terms of Payment.

ISED may exercise this option at any time by sending a written notice to the Contractor 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. Authorities**

**6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Chantal Lafleur  
Title: Senior Contracts and Procurement Advisor  
Department: ISED  
Telephone: 613-608-5865  
Email: chantal.lafleur2@canada.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.

**6.2 Project Authority**

*(to be completed at contract award)*

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Telephone:  
Email:

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.

**6.3 Contractor's Representative**

*(to be completed at contract award)*

Name:  
Title:  
Telephone:  
Email:

**7. Payment**



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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the terms of payment, in Appendix B. Customs duties are included and Applicable Taxes are extra.

### 8. Certifications - Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in (*to be completed at contract award*).

### 10. 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) Attachment 1 to Part 7, Innovation, Science and Economic Development Canada's General Conditions of a Services Contract;
- (c) Appendix A, Statement of Work;
- (d) Appendix B, Terms of Payment;
- (e) Appendix C, Security Requirements Check List (SRCL);
- (f) Attachment 2 to Appendix A, Confidentiality Agreement; and
- (g) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid at contract award*).

### 11. FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**Note to Bidders:** *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

### 11. [APPLIES IF REQUIRED] FOREIGN NATIONALS (FOREIGN CONTRACTOR)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)



## APPENDIX A - STATEMENT OF WORK

### 1.0 Purpose

Innovation, Science and Economic Development Canada (ISED) or the Department requires spectrum auction services for the planned mmWave auction.

### 2.0 Title of Project

Spectrum Auction Services for the mmWave Auction

### 3.0 Background

Radio frequency spectrum is a finite public resource. Both private users and wireless communications service providers require spectrum for a diverse range of uses. ISED, through the [Department of Industry Act](#), the [Radiocommunication Act](#) and the [Radiocommunication Regulations](#), with due regard to the objectives of the [Telecommunications Act](#) is responsible for spectrum management in Canada. The Spectrum Management Program operates under the guidance of the [Spectrum Policy Framework for Canada](#), which provides a single policy objective and a set of guidelines to guide ISED's management of this resource.

Where the demand for spectrum is not expected to exceed the supply, ISED generally uses a first-come, first-served licensing process to award spectrum licences. In instances where the demand for spectrum is expected to exceed supply, a competitive licensing process, such as an auction, is generally used.

The [Framework for Spectrum Auctions in Canada](#) describes the general approaches that ISED will use to auction spectrum licences. As indicated in the [Spectrum Policy Framework for Canada](#), the Department has adopted a policy objective to maximize the economic and social benefits that Canadians derive from the use of the radio frequency spectrum resource.

The Department has assigned spectrum licences in the following auction processes, details of which can be found at the following link: [http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h\\_sf01714.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01714.html).

- (1) Auction of the 24 and 38 GHz Frequency Bands
- (2) Auction of Additional PCS Spectrum in the 2 GHz Frequency Range
- (3) Auction of the 2300 MHz and 3500 MHz Frequency Bands
- (4) Two Phase Residual Licence Auction in the 2300 MHz and 3500 MHz Frequency Bands
- (5) Auction for Advanced Wireless Services and other spectrum in the 2 GHz range
- (6) Auction of the 849-851 MHz and 894-896 MHz Frequency Bands for Air-Ground Services
- (7) Auction of Residual Spectrum Licences in the 2300 MHz and 3500 MHz Bands
- (8) Auction of Spectrum Licences for Mobile Broadband Services in the 700 MHz Band
- (9) Auction of Spectrum Licences for Advanced Wireless Services in the Bands 1755- 1780 MHz and 2155-2180 MHz (AWS-3)
- (10) Auction of Spectrum Licences for Broadband Radio Service in the Band 2500-2690 MHz
- (11) Auction of Residual Spectrum Licences in the 700 MHz and AWS-3 Bands
- (12) Auction of Residual Spectrum Licences in the 700 MHz, 2500 MHz, 2300 MHz and PCS-G Bands

Five of these auctions were simultaneous multiple round ascending (SMRA) auctions run over the Internet using the Auction Management System (AMS) software developed in the 1990's. Bidders were able to participate remotely from their premises using a secure Internet connection. Auction numbers 6, 7, 9, 11 and 12 were conducted using a second-price sealed-bid format. Auction numbers 8 and 10 were conducted over the Internet using a combinatorial clock auction (CCA) format.

During some of these auction processes, ISED enlisted the help of external auction consultants to assist and provide advice to ISED staff with respect to policies, rules and procedures of the auction, to assist in



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monitoring the auction event as it took place, and to complete a post-auction evaluation. For auction numbers 8 and 10, auction consultants hosted the auctions in Canada.

In June 2017, ISED initiated a consultation on releasing millimetre wave (mmWave) spectrum in the 28 GHz, 37-40 GHz and 64-71 GHz frequency bands to support the deployment of 5<sup>th</sup> generation (5G) wireless networks and systems. In June 2018, ISED published an addendum to the consultation, proposing to include mmWave spectrum in the 26 GHz band as part of this first release.

Consistent with the approach taken for the 700 MHz, 2500 MHz, 600 MHz and 3500 MHz auction processes that are of similar levels of complexity and importance, the services of a Consulting firm would then be required to provide auction expertise and advice which will be taken into consideration when ISED develops the consultation and decision on the policy and technical licensing rules for mmWave spectrum. The Contractor will also be responsible for the development, implementation and operation of the auction. The planned auction may be held in several stages or timeframes, for example by frequency band.

### 4.0 Objective

ISED requires the services of a Contractor for the provision of spectrum auction services for a successful mmWave auction. The success of the mmWave auction is defined as: the provision of world-class spectrum auction advice; flawless auction execution; and participants that are generally satisfied that they were able to participate in the auction to the full extent set out in the auction policy and rules.

### 5.0 Scope of Work

The services will be required in two phases and the following is a summary of the Scope of Work for each.

#### 5.1 Phase 1: Consulting Services for Spectrum Auction Design

The Contractor will provide consulting services for the development of consultation(s), decisions and responses to any subsequent questions or requests for clarification related to mmWave spectrum licensing, leading to specific auction policies, rules, attributes and design to be set out by the Minister of ISED, in the final auction policy, technical, and licensing decision(s).

#### 5.2 Phase 2: Development, Testing, Implementation and Operation of a Spectrum Auction over the Internet

The Contractor will develop, test, implement and operate an auction system for Canada's mmWave auction as set out in the final auction policy, technical, and licensing decision(s).

### 6.0 Project Details

The following outlines the Work for Phase 1 and Phase 2 to be carried out by the Contractor. All Work is to be undertaken in accordance with the Framework.

#### 6.1.1 Consulting Services

Leading to the setting of specific auction policies, rules, attributes and design in the final auction policy, technical, and licensing decision(s), Phase 1 services will include, but are not limited to, the following, when and as requested by ISED:

- Provide technical and economic advice and recommendations with respect to the development and implementation of spectrum auction designs, formats, methods, technologies, and best practices, and conduct of an auction for mmWave licences. Auction features that will be considered will include, but are not limited to: SMRA, ESMRA, CMRA, Clock auction, and CCA. Selected attributes could include, but are not limited to:
  - Combinatorial bidding capabilities;



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- Activity based bid increments;
  - Anonymous bidding;
  - Flexibility to change bid increments;
  - Competitive measures (such as spectrum caps and set-asides) if required;
  - Price determination rules;
  - Ability to support potentially thousands of licences, where computationally feasible;
  - User defined preferred properties;
  - Bilingual bidder interface.
- Provide auction format advice that can be implemented in the auction system in Phase 2 of the Work;
  - Assist ISED in the development of auction policy, technical, and licensing framework documents, including: consultations, licensing frameworks, frequently asked questions (FAQs) and responses to questions and requests for clarification;
  - Review comments, reply comments and information resulting from policy and licensing framework public consultation(s) and provide analysis and recommendations;
  - Provide access to an auction system (e.g. SMRA, ESMRA, CMRA, Clock auction, or CCA) in order to test various auction policy options for auction formats, rules, designs, etc.;
  - Provide other auction-related advice on an as-requested basis;
  - Communicate effectively both orally and in writing in English; and
  - Submit all reports and correspondence to ISED in English.

### 6.1.2 Deliverables

Generally, the work carried out under Phase 1 is ad-hoc based. As such, the Contractor will provide the deliverables on an as and when requested basis.

Phase 1 deliverables include, but are not limited to, the following:

- Detailed project plan and deliverables schedule
- Weekly status reports
- Teleconferences or on-site debriefings
- Proposal papers
- Simulation analyses and quality assurance plan
- Interim (draft) and final reports
- Executive summary reports

All written deliverables will be provided in English in MS Word. Presentations will be in MS PowerPoint, spreadsheets will be in MS Excel, and any project management files (Gantt charts) will be in MS Project.

## 6.2 Phase 2 - Development, Testing, Implementation and Operation of a Spectrum Auction over the Internet

### 6.2.1 Contractor Services

Phase 2 services include, but are not limited to, the following, when and as required by ISED:

- Develop, test and deliver an auction system, as set out in, and required by, the final auction policy, technical, and licensing decision(s), as well as ISED auction administrator and auction bidder user manuals for the auction system;
- Develop, test and deliver an Internet-based bidder tool, as well as ISED auction administrator and auction bidder user manuals for the bidder tool. An example would be an on-line tool permitting bidders to simulate auction bidding and have the bidder tool calculate the winners and the prices to be paid;
- Provide training for ISED staff and qualified bidders and mock auctions as required;



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- Test the developed auction system with the application of rules and procedures as selected by ISED in the final auction policy decision;
- Test the auction system thoroughly, including tests that will stress the auction system well beyond the expected parameters. Testing parameters will be determined by ISED. Detailed test plans, and reports are to be provided to ISED;
- Configure and security-harden the auction system operating system (OS) and adequately apply security patches;
- Prepare and participate in a presentation on the auction software for the auction information session that will be organized by ISED for the auction bidders;
- Attend and monitor the mock auctions and live auction on-site at ISED offices in Canada and address any functionality or performance issues immediately;
- While in Canada at ISED, monitor the auction in its entirety and, on an ongoing basis, immediately report any breach of rules, anomalies or collusive behaviour that are discovered;
- Provide round-by-round analysis and assistance as requested during the auction; and
- Provide advice on various elements of auction execution including, but not limited to: the round schedules, stage changes, activity rule changes, minimum-bid increments and levels, and information communicated to auction bidders.

The following activities will remain the responsibility of ISED:

- IT infrastructure with the operating system (OS) installed;
- Auction bidder qualification;
- Receipt of payments for deposits, assigned licences and licence assignments;
- Translation of documents and text from English to French;
- First line support for auction bidders;
- Drafting and distribution of all consultation papers and decision papers; and
- Third party verification of the live auction results.

### 6.2.2 Auction Type and Features

The final auction design, rules, and format will be decided by the Minister of ISED, through the publication of the final auction policy, technical, and licensing decision(s).

The Contractor must develop or adapt its electronic auction system to the auction design selected by ISED in the final auction policy, technical, and licensing decision(s), implement and host the auction in Canada on the mutually agreed upon IT infrastructure to be provided by ISED, and operate the actual auction process, under the direction of ISED.

The Contractor's auction system will:

- Support the number of auction products as defined in the final auction policy, technical, and licensing decision(s);
- Support the number of auction bidders beyond what is expected, as determined by ISED;
- Permit changes to auction parameters during the auction process such as minimum bid, bid increments, auction stages, bidder activity requirements, etc.;
- Allow bidders to select their preferred language between an English and French interface. ISED will provide the Contractor with the related translation from English to French; and
- Have a messaging facility permitting ISED staff to send messages to individual bidders as well as all bidders. Bidders must be able to send messages to ISED staff.

### 6.2.3 Reliability Requirements

The Contractor will provide the auction system implementation with functional redundancy. In the case of an infrastructure or auction system failure, it must be possible to restore the system to the system state after the last completed auction round and restart the auction process from the point of the last completed round within 30 minutes.





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The Contractor will describe the IT infrastructure solution required to reach the redundancy and restart requirements, to substantiate the fulfilment of the requirements detailed above.

Auction bidders' Internet connections are outside of the control of the Contractor and are not within the scope of the reliability requirements. Also, any bidders' IT infrastructure problems are not within the scope of the reliability requirements, with the exception of reliability problems that can be traced back to the bidder interface functionality that is provided by the Contractor.

### 6.2.4 Auction System Interfaces

In an effort to deliver websites and applications that are more accessible and usable, the Treasury Board of Canada Secretariat has developed Web Standards for the Government of Canada for all Government of Canada institutions.

In accordance with the Web Standards for the Government of Canada, it is desirable that the Contractor's auction system respects the Standard on Web Usability and the Standard on Web Accessibility of the Web Standards for the Government of Canada, as specified at the following link: <http://www.tbs-sct.gc.ca/ws-nw/>.

English and French are recognized as Canada's official languages under the *Official Languages Act*. The Contractor will respect the purpose of the Act and will ensure the services provided to the Canadian public will be available in both official languages.

Therefore, the Contractor's auction system must allow auction bidders to select their preferred language between an English and French Interface and operate entirely within the official language of their choice. ISED will provide the Contractor with the related translation from English to French.

The Contractor's auction system must accept an upload file to be provided by the Department in order to load the products into the auction system. In the event the auction system accepts a different file format, the Contractor will provide a translation tool that converts the Department's file into the appropriate file format for the auction system.

At the conclusion of the auction, the Contractor's auction system must produce a download file of the auction results in a format specified by the Department. In the event the auction system already produces a results file, the Contractor will provide a translation tool that transforms the results file into the file format provided or required, by the Department.

#### 6.2.4.1 Auction Bidder Interface

It must be possible to run the auction bidder interface on industry standard computers (including PC and MAC) operating systems and web-browsers. The auction bidder interface must operate a minimum viewing resolution of 1024 X 768.

It must be possible for auction bidders to use the auction bidder interface over a standard Internet connection.

Where relevant for the appropriate auction format, it must be possible to present the following information to the auction bidder:

- Start time and date, duration and/or end time of the next round in the auction;
- A real-time countdown clock on the auction bidder's interface (accurate to within 1 second);
- Current high bid for each of the products in the auction;
- All active bids for each of the products in the latest completed round of the auction;
- The bid increment for each product in the next round of the auction;
- The bidder's current total eligibility / bidding entitlement;
- Price information;
- The auction bidder's used eligibility / bidding entitlement in the current auction round;
- The number of active auction bidders in the latest auction round for each licence;



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- The name or identifier of all active auction bidders for each auction round for each licence; and
- The above information for all previous rounds must also be available to auction bidders on a web page.

The Contractor's auction system will be capable of notifying auction bidders in real-time of ineligible bids due to auction rules such as activity rules or other types of restrictions specified by ISED.

The auction system shall provide auction bidders with the result of each auction round in a downloadable file format (e.g. csv, xml) for the purpose of allowing auction bidders to process and analyse the data between rounds.

### 6.2.4.2 Public Interface

If or when and as requested by ISED, auction results will be made available to the public in a downloadable file format (e.g. csv, xml) in both English and French. In such cases, ISED will provide the Contractor with the translated text or document from English to French.

### 6.2.5 Authentication and Security

The Contractor will provide a security solution allowing secure authentication of auction bidders and ISED staff over the Internet.

The authentication solution must include token-based two-factor authentication and permit up to three (3) designated auction bidders for each company, to connect from at least three different terminals. The Contractor is required to support multiple concurrent connections from various terminals at each instance in time.

An encryption solution for protecting the secrecy of the bids over the Internet and to ensure that all bid data has been digitally signed (or encrypted) for non-repudiation purposes shall be supported. In the case where an alternate non-repudiation solution is to be used (e.g. other than digital signature), the Contractor must demonstrate and substantiate how the Department's requirements will be met to the satisfaction of the Department.

The Contractor will describe the authentication and security solution, to substantiate the fulfilment of the requirements detailed above.

The Contractor's auction system will be subjected to one or more threat and risk and vulnerability assessment(s) to ensure the overall security of the auction system. ISED will arrange for the assessments and will cover any associated cost. At the discretion of ISED, the Contractor will be responsible to repair any defects that are identified in the assessments.

### 6.2.6 Traceability of the auction process

The Contractor's auction system will ensure the traceability of interactions during the auction process between the auction bidders, the system and ISED so that a detailed audit trail can be produced at any time during the auction as well as at the end of the auction process.

As a minimum, the following information must be stored:

- The content and timestamp of all information that is received by the system from the auction bidders;
- The content and timestamp of all information that is sent to the auction bidders' interface; and
- The content and timestamp of all information that is entered into the system by ISED staff.

The Contractor will provide the information above to ISED in a downloadable file format (e.g. csv, xml). At the conclusion of the auction, the Contractor will provide ISED with a copy of the auction system database export (e.g. Oracle). If the Contractor's auction system does not use a standard database, it will provide a copy of all auction configuration, bid and interaction data to ISED in a mutually agreed upon format.





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A senior official of the Contractor must certify that the contents of the database provided accurately reflect the interactions required above.

### **6.2.7 Project Management, Auction System Testing, Training and Mock Auctions**

#### **6.2.7.1 Project Management**

The Contractor will provide a project plan detailing the development, testing and quality assurance processes of the auction system and bidder tool as well as other deliverables, such as the user manuals, to be approved by ISED. The project plan will be kept evergreen throughout Phase 2 of the Work.

#### **6.2.7.2 Auction System Testing**

The Contractor will provide a detailed test plan, including stress testing, for the auction system and bidder tool, to be approved by ISED. Test reports are to be provided as required by ISED.

#### **6.2.7.3 Training**

The Contractor will provide auction administration user manuals to ISED detailing all aspects of configuring and running the auction system and bidder tool. Additionally, the Contractor will provide training on the management of the auction system and bidder tool to the ISED auction administrator. At the discretion of ISED, this training may take place at the Contractor's premises or at ISED's office in Ottawa, Ontario, Canada. The Contractor will also provide remote training on the auction system and bidder tool to ISED staff. To facilitate ISED's training on the auction system, the Contractor will provide ISED with unlimited online access to the auction system and bidder tool.

The Contractor will provide auction system and bidder tool user manuals for the auction bidders. The manuals must include, but are not limited to:

- System authentication;
- Review of all system screens;
- Placing bids;
- Downloading results; and
- Submitting messages.

The Contractor will provide all user manuals and presentation materials for ISED staff and auction bidders in English. These must be acceptable to and approved by ISED. ISED will be responsible for translating the auction bidder material to French and providing it to the Contractor for inclusion in the overall training package.

The Contractor, in collaboration with ISED, will develop a presentation for auction bidders on how to use the auction system, how it works with the auction rules and provide a demonstration of the auction system at the auction bidder information seminar. The Contractor will also develop a presentation for auction bidders on how to use the bidder tool as well as provide a demonstration of the bidder tool at the auction bidder information seminar. These presentations will be approved by ISED.

#### **6.2.7.4 Mock Auctions**

The Contractor will be required to support up to three (3) mock auctions. The mock auctions will be held on-site at ISED's office in Ottawa, Ontario, Canada.

The mock auctions will utilize the auction system as set out in, and required by, the final auction policy, technical, and licensing decision(s).

The Contractor will provide advice and recommendations on the mock auction scripts and schedules.



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The Contractor will provide two auction consultants (one operations and one technical) on-site in Ottawa to aid in the conduct of the mock auctions with auction bidders.

### 6.2.8 Auction Operations

The Contractor will evaluate and advise on ISED's proposed auction operations processes; test the auction's technical support resources; and test the back-up bidding process.

The Contractor will implement, operate and manage the auction system within Canada, from ISED premises, on information technology equipment and infrastructure provided by ISED.

ISED will be responsible for the provision of two servers, one to be used as the primary server and the second to be used as the secondary or backup server. The Contractor will provide ISED with specifications regarding server capacity and functionality required to host and operate the auction system.

The Contractor will be required to provide two auction consultants (one operations and one technical) on-site at ISED's premises for the duration of the auction. Additionally, the Contractor will provide a senior auction consultant on-site as required. The Contractor will also provide third level technical support for the auction, however, that function may be carried out from the Contractor's premises.

All live auction bid data must remain within Canada. At no time during the live auction will the Contractor be permitted to extract bid data from the auction server(s) and export it outside of Canada.

After the auction process is completed, the Contractor will provide ISED with a post-auction report.

### 6.2.9 Technical Support

In the event auction bidders require technical support during a mock auction or the live auction, ISED and the Contractor's on-site staff will work together to form a solution and ISED will respond to the auction bidders directly. In the event of a severe problem that cannot be resolved by ISED and the on-site staff, the Contractor will make additional technical staff available remotely to support ISED and the Contractor's on-site staff in order to solve the problem.

### 6.2.10 Quality Assurance and Control

The Contractor will have a quality assurance and control plan in effect during all project phases in order to ensure and demonstrate to ISED that deliverables are of acceptable quality, are complete and accurate.

### 6.2.11 Deliverables

Phase 2 deliverables include, but are not limited to, the following:

- Detailed project plan(s) and deliverables schedule;
- Weekly status reports;
- Detailed test plan including stress testing and test reports;
- Quality assurance and control plans and reports;
- Detailed functional specification document of the auction system;
- Development, testing and delivery of the auction system ISED auction administrator manual and auction bidder user manual for the auction system that meet the requirements of the final auction policy, technical, and licensing decision(s) and to be delivered at least eight (8) months in advance of the auction;
- Bidder tool, ISED auction administrator manual and auction bidder user manual for the bidder tool to be delivered at least eight (8) months in advance of the auction;
- Provide training on the management of the auction system and bidder tool to the ISED auction administrator;
- Provide remote training for ISED staff on the auction system and bidder tool;



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- Development of presentations and participation for a bidder information seminar describing and demonstrating the capability of the auction system and bidder tool;
- Up to three mock auctions;
- Conduct the live mmWave auction from ISED's office at Ottawa, Ontario, Canada;
- Monitor the auction in its entirety and, on an ongoing basis, immediately report any breach of rules, anomalies or collusive behaviour that are discovered; provide advice on various elements of auction execution including, but not limited to: the round schedules, stage changes, activity rule changes, minimum-bid increments and levels, and information communicated to auction bidders;
- Provide auction bid data; and
- Post-auction report upon completion of the auction process. Report topics should include, at a minimum: the review and assessment of the effectiveness of the auction format and rules.

All written deliverables will be provided in English in MS Word. Presentations will be in MS PowerPoint, spreadsheets will be in MS Excel, and any project management files (Gantt charts) will be in MS Project.

The Contractor will provide auction data to ISED in a downloadable file format (e.g. csv, xml). At the conclusion of the auction, the Contractor will provide ISED with a copy of the auction system database export (e.g. Oracle). If the Contractor's auction system does not use a standard database, it will provide a copy of all auction configuration, bid and interaction data to ISED in a mutually agreed upon format.

**Note:** At the end of the auction process, a separate RFP process may be launched for an independent post-mortem evaluation of all activities related to the mmWave auction. The Contractor selected for the mmWave auction services covered in this RFP will not be eligible to bid on the subsequent RFP for the independent post-mortem evaluation, as the Department requires an independent analysis of the auction process.

### 6.2.12 Timing

The Contractor's auction system and bidder tool must be configured to the specifications of ISED in accordance with the final auction policy, technical, and licensing decision(s), and be functional, fully tested and delivered to ISED at least eight (8) months prior to the start of the auction.

### 7.0 Work Location

Most of the Work will be performed at the Contractor's place of work (Phase 1) with the exception of the auction information session, mock auctions and live auction (Phase 2), which will take place at ISED's premises in Ottawa, Ontario, Canada.

### 8.0 Travel

The Contractor may be required to attend meetings in Ottawa, Canada with ISED's team members and will be required to be present during an auction information seminar. Project meetings will typically be held by teleconference in order to minimize travel costs.

The Contractor will be required to be on-site, at ISED's offices in Ottawa, Ontario, Canada, for the conduct of mock auctions and the live auction.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, as set out in Section 2 of Appendix B.

### 9.0 Management of the Project

This project will be managed by the Spectrum Licensing Policy Branch of the Spectrum and Telecommunications (STS) Sector of ISED. The name of the Project Authority will be provided at contract award.



**ATTACHMENT 1 TO APPENDIX A  
SAMPLE AUCTION DEMONSTRATION SCENARIO**

**1. Purpose**

The sample auction demonstration scenario outlined below is to be used for demonstration and evaluation purposes only and does not represent a real auction. The purpose of the sample auction demonstration is to test the Bidder's ability to deliver various components and attributes that may be required in the auction system. The Bidder shall use the specifications provided in this document for the purposes of the demonstration.

**2. Sample Auction Demonstration Process**

Upon confirming that all Stage 1 – Mandatory Technical Criteria and Stage 2 – Point Rated Technical Criteria have been met, ISED will contact the Bidder to schedule the sample auction demonstration. The time and date of the demonstration will be mutually agreed upon by ISED and the Bidder. The demonstration will be held over the Internet, there will be no requirement for the Bidder to be onsite at ISED's offices.

**3. Sample Auction Design**

The sample auction demonstration consists of a Simultaneous Multiple Round Ascending (SMRA) Auction, providing at least four rounds of bidding.

- 3.1 The auction will be run electronically over the Internet, and auction bidders will be able to participate remotely from their chosen premises using a secure Internet connection. The related set of licences will be offered at the same time in various geographic service areas (see Section 4 of this document).
- 3.2 The Bidder shall provide ISED with a valid login for each of the accounts listed below. ISED will access the bidder's auction system with the provided accounts in order to make its determination as to whether the bidder's system passes all of the requirements. Specifically, various accounts will be used to conduct general testing while at least one account will be used to validate the account locking requirement.
- 3.3 Auction bidding starts with opening bids set by ISED as outlined in Section 4 of this document. During each round auction bidders will indicate licences they would like to bid on given the prevailing prices. When there is excess demand for a licence, its price increases in the next round. Auction bidding remains open on all licences until there is no excess demand for any of the licences.
- 3.4 The auction bid increments will start at 10% of previous round prices in round one, but it must be possible for ISED to change them to between 1-20% between any rounds. The software must provide the flexibility to modify the auction bid increments, both across all products or on a product-by-product basis. All prices are to be rounded up to the nearest thousand dollars.
- 3.5 A minimum pace of auction bidding in the auction is established by the "activity rule" which penalizes auction bidders who are inactive. As a minimum, the demonstration must include an eligibility-based activity rule. Every licence will be assigned a specific number of eligibility points, determined prior to the auction. Refer to Sections 4 and 5 for a listing of the points for each licence and auction bidder associated with this sample scenario.
- 3.6 Auction bidders begin each round with a set number of eligibility points (Section 5) and these determine the maximum activity level for that round. The eligibility-based activity rule requires an auction bidder to bid on licences whose total sum of associated points is equal to 100% of its eligibility points if it wishes to maintain that eligibility level in the subsequent round. When an auction bidder bids to a smaller number of licences in terms of eligibility points than it has previously bid on, (that is, has fewer eligibility points worth of licences), the auction bidder's eligibility is reduced to the amount it bid on. If an auction bidder's eligibility drops to zero, the auction bidder should no longer be able to bid.

**4. Frequency blocks / Band Plan / Number of Licences / Service Areas**



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Spectrum Block	Bandwidth (MHz)	Number of licences
A1	300	172
A2	300	172
A3	300	172
A4	300	172
A5	300	172
A6	300	172
A7	300	172
A8	300	172
B1	600	172
B2	600	172
B3	600	172
B4	600	172

Tier #	Service Area Name	300 MHz licence		600 MHz licence	
		Eligibility Points per licence	Opening Bid per licence (\$)	Eligibility Points per licence	Opening Bid per licence (\$)
4-001	St. John's	16	129,000	32	258,000
4-002	Placentia	1	9,000	2	18,000
4-003	Gander/Grand Falls/Windsor	10	77,000	20	154,000
4-004	Corner Brook/Stephenville	5	42,000	10	84,000
4-005	Labrador	2	14,000	4	28,000
4-006	Charlottetown	6	48,000	12	96,000
4-007	Summerside	3	26,000	6	52,000
4-008	Yarmouth	4	30,000	8	60,000
4-009	Bridgewater/Kentville	9	74,000	18	148,000
4-010	Halifax	28	222,000	56	444,000
4-011	Truro	4	30,000	8	60,000
4-012	Amherst	2	18,000	4	36,000
4-013	Antigonish/New Glasgow	5	39,000	10	78,000
4-014	Sydney	9	71,000	18	142,000
4-015	Saint John	10	77,000	20	154,000
4-016	St. Stephen	2	14,000	4	28,000
4-017	Fredericton	11	86,000	22	172,000
4-018	Moncton	11	91,000	22	182,000
4-019	Miramichi/Bathurst	11	84,000	22	168,000
4-020	Grand Falls	2	14,000	4	28,000
4-021	Edmundston	2	14,000	4	28,000
4-022	Campbellton	2	15,000	4	30,000
4-023	Matane	8	61,000	16	122,000
4-024	Mont-Joli	3	21,000	6	42,000
4-025	Rimouski	4	29,000	8	58,000
4-026	Rivière-du-Loup	6	45,000	12	90,000
4-027	La Malbaie	2	15,000	4	30,000
4-028	Chicoutimi-Jonquière	14	113,000	28	226,000
4-029	Montmagny	4	30,000	8	60,000
4-030	Québec	57	454,000	114	908,000
4-031	Sainte-Marie	3	27,000	6	54,000



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Tier #	Service Area Name	300 MHz licence		600 MHz licence	
		Eligibility Points per licence	Opening Bid per licence (\$)	Eligibility Points per licence	Opening Bid per licence (\$)
4-032	Saint-Georges	5	37,000	10	74,000
4-033	Lac-Mégantic	2	13,000	4	26,000
4-034	Thetford Mines	3	23,000	6	46,000
4-035	Plessisville	2	12,000	4	24,000
4-036	La Tuque	1	9,000	2	18,000
4-037	Trois-Rivières	17	137,000	34	274,000
4-038	Louiseville	2	12,000	4	24,000
4-039	Asbestos	2	16,000	4	32,000
4-040	Victoriaville	4	29,000	8	58,000
4-041	Coaticook	1	7,000	2	14,000
4-042	Sherbrooke	16	127,000	32	254,000
4-043	Windsor	1	9,000	2	18,000
4-044	Drummondville	7	56,000	14	112,000
4-045	Cowansville	2	15,000	4	30,000
4-046	Farnham	2	15,000	4	30,000
4-047	Granby	7	53,000	14	106,000
4-048	St-Hyacinthe	6	47,000	12	94,000
4-049	Sorel	4	30,000	8	60,000
4-050	Joliette	10	81,000	20	162,000
4-051	Montréal	274	2,193,000	548	4,386,000
4-052	Sainte-Agathe-des-Monts	5	39,000	10	78,000
4-053	Hawkesbury	4	33,000	8	66,000
4-054	Mont-Laurier/Maniwaki	3	26,000	6	52,000
4-055	Ottawa/Outaouais	91	724,000	182	1,448,000
4-056	Pembroke	6	44,000	12	88,000
4-057	Arnprior/Renfrew	2	16,000	4	32,000
4-058	Rouyn-Noranda	3	22,000	6	44,000
4-059	Notre-Dame-du-Nord	1	9,000	2	18,000
4-060	La Sarre	1	10,000	2	20,000
4-061	Amos	2	13,000	4	26,000
4-062	Val-D'Or	3	24,000	6	48,000
4-063	Roberval/Saint-Félicien	4	31,000	8	62,000
4-064	Baie-Comeau	3	24,000	6	48,000
4-065	Port-Cartier/Sept-Îles	3	25,000	6	50,000
4-066	Chibougamau	3	23,000	6	46,000
4-067	Cornwall	4	35,000	8	70,000
4-068	Brockville	5	37,000	10	74,000
4-069	Gananoque	1	7,000	2	14,000
4-070	Kingston	12	92,000	24	184,000
4-071	Napanee	3	23,000	6	46,000
4-072	Belleville	10	80,000	20	160,000
4-073	Cobourg	4	33,000	8	66,000
4-074	Peterborough	11	85,000	22	170,000
4-075	Lindsay	3	24,000	6	48,000
4-076	Minden	1	10,000	2	20,000





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Tier #	Service Area Name	300 MHz licence		600 MHz licence	
		Eligibility Points per licence	Opening Bid per licence (\$)	Eligibility Points per licence	Opening Bid per licence (\$)
4-077	Toronto	436	3,490,000	872	6,980,000
4-078	Alliston	7	59,000	14	118,000
4-079	Guelph/Kitchener	44	351,000	88	702,000
4-080	Fergus	2	15,000	4	30,000
4-081	Kincardine	12	95,000	24	190,000
4-082	Listowel/Goderich	6	44,000	12	88,000
4-083	Fort Erie	2	16,000	4	32,000
4-084	Niagara-St. Catharines	22	177,000	44	354,000
4-085	Haldimand/Dunnville	2	19,000	4	38,000
4-086	London/Woodstock/St. Thomas	43	344,000	86	688,000
4-087	Brantford	9	74,000	18	148,000
4-088	Stratford	3	27,000	6	54,000
4-089	Chatham	5	37,000	10	74,000
4-090	Windsor/Leamington	26	205,000	52	410,000
4-091	Wallaceburg	2	15,000	4	30,000
4-092	Sarnia	8	66,000	16	132,000
4-093	Strathroy	3	25,000	6	50,000
4-094	Barrie	22	174,000	44	348,000
4-095	Midland	3	26,000	6	52,000
4-096	Gravenhurst/Bracebridge	4	31,000	8	62,000
4-097	North Bay	7	55,000	14	110,000
4-098	Parry Sound	1	11,000	2	22,000
4-099	Elliot Lake	2	15,000	4	30,000
4-100	Sudbury	12	93,000	24	186,000
4-101	Kirkland Lake	2	17,000	4	34,000
4-102	Timmins	3	23,000	6	46,000
4-103	Kapuskasing	2	19,000	4	38,000
4-104	Kenora/Sioux Lookout	4	30,000	8	60,000
4-105	Iron Bridge	1	11,000	2	22,000
4-106	Sault Ste. Marie	6	44,000	12	88,000
4-107	Marathon	2	13,000	4	26,000
4-108	Thunder Bay	8	64,000	16	128,000
4-109	Fort Frances	1	11,000	2	22,000
4-110	Steinbach	4	30,000	8	60,000
4-111	Winnipeg	51	409,000	102	818,000
4-112	Lac du Bonnet	4	30,000	8	60,000
4-113	Morden/Winkler	3	25,000	6	50,000
4-114	Brandon	7	52,000	14	104,000
4-115	Portage la Prairie	1	11,000	2	22,000
4-116	Dauphin	5	39,000	10	78,000
4-117	Creighton/Flin Flon	1	11,000	2	22,000
4-118	Thompson	3	26,000	6	52,000
4-119	Estevan	3	24,000	6	48,000
4-120	Weyburn	2	12,000	4	24,000
4-121	Moose Jaw	4	29,000	8	58,000





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Tier #	Service Area Name	300 MHz licence		600 MHz licence	
		Eligibility Points per licence	Opening Bid per licence (\$)	Eligibility Points per licence	Opening Bid per licence (\$)
4-122	Swift Current	3	24,000	6	48,000
4-123	Yorkton	4	33,000	8	66,000
4-124	Regina	15	123,000	30	246,000
4-125	Saskatoon	18	143,000	36	286,000
4-126	Watrous	2	14,000	4	28,000
4-127	Battleford	6	50,000	12	100,000
4-128	Prince Albert	9	69,000	18	138,000
4-129	Lloydminster	2	18,000	4	36,000
4-130	Northern Saskatchewan	2	19,000	4	38,000
4-131	Medicine Hat/Brooks	7	54,000	14	108,000
4-132	Lethbridge	12	93,000	24	186,000
4-133	Stettler/Oyen/Wainwright	3	27,000	6	54,000
4-134	High River	7	52,000	14	104,000
4-135	Strathmore	3	23,000	6	46,000
4-136	Calgary	82	656,000	164	1,312,000
4-137	Red Deer	12	98,000	24	196,000
4-138	Wetaskiwin/Ponoka	4	28,000	8	56,000
4-139	Camrose	3	21,000	6	42,000
4-140	Vegreville	1	8,000	2	16,000
4-141	Edmonton	77	612,000	154	1,224,000
4-142	Edson/Hinton	3	25,000	6	50,000
4-143	Bonnyville	5	42,000	10	84,000
4-144	Whitecourt	2	16,000	4	32,000
4-145	Barrhead	2	12,000	4	24,000
4-146	Fort McMurray	4	35,000	8	70,000
4-147	Peace River	6	46,000	12	92,000
4-148	Grande Prairie	7	52,000	14	104,000
4-149	East Kootenay	4	30,000	8	60,000
4-150	West Kootenay	5	40,000	10	80,000
4-151	Kelowna	23	180,000	46	360,000
4-152	Vancouver	168	1,347,000	336	2,694,000
4-153	Hope	2	13,000	4	26,000
4-154	Victoria	28	227,000	56	454,000
4-155	Nanaimo	12	97,000	24	194,000
4-156	Courtenay	8	60,000	16	120,000
4-157	Powell River	2	14,000	4	28,000
4-158	Squamish/Whistler	5	36,000	10	72,000
4-159	Merritt	1	8,000	2	16,000
4-160	Kamloops	7	53,000	14	106,000
4-161	Ashcroft	1	8,000	2	16,000
4-162	Salmon Arm	3	27,000	6	54,000
4-163	Golden	1	4,000	2	8,000
4-164	Williams Lake	3	21,000	6	42,000
4-165	Quesnel/Red Bluff	2	13,000	4	26,000
4-166	Skeena	4	30,000	8	60,000



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Tier #	Service Area Name	300 MHz licence		600 MHz licence	
		Eligibility Points per licence	Opening Bid per licence (\$)	Eligibility Points per licence	Opening Bid per licence (\$)
4-167	Prince George	6	48,000	12	96,000
4-168	Smithers	3	21,000	6	42,000
4-169	Dawson Creek	4	34,000	8	68,000
4-170	Yukon	2	17,000	4	34,000
4-171	Nunavut	2	15,000	4	30,000
4-172	Northwest Territories	3	22,000	6	44,000
<b>TOTAL</b>		<b>2,212</b>	<b>17,581,000</b>	<b>4,424</b>	<b>35,162,000</b>

**5. Participants**

Auction bidder number	Auction bidder name	Initial eligibility
1001	Bidder 1	19,908
1002	Bidder 2	19,908
1003	Bidder 3	19,908
1004	Bidder 4	3,936
1005	Bidder 5	930
1006	Bidder 6	7,299
1007	Bidder 7	816
1008	Bidder 8	8,112
1009	Bidder 9	63
1010	Bidder 10	948

**6. Information released during the auction**

The demonstration must allow for anonymous bidding. The auction bidders' identities will be hidden from other auction bidders in the auction. Only information about prices and demand will be released to bidders during the auction. In order to clarify which of the mandatory requirements are to be displayed to bidder and ISED, and which are to be displayed only to ISED, refer to the table below:

Auction System Demonstration			
Number	Mandatory Requirement – <u>Information to be Displayed To</u>	<u>Bidder</u>	<u>ISED</u>
1	Successful connectivity to the application (via MAC or PC)	Not applicable	Not applicable
2	Access to application is encrypted	Not applicable	Not applicable
3	Secure Bidder login (successful login screen; invalid login screen; account locked after x number of invalid login attempts)	Not applicable	Not applicable
4	Home page	Yes	Yes
5	Auction schedule page	Yes	Yes
6	Real-time notifications / error messages (e.g. current bid points exceed eligibility; warning, reduction of eligibility)	Yes	Yes
7	Bidder change password	Not applicable	Not applicable
8	Bidder logout	Not applicable	Not applicable
9	Anonymous bidding	Not applicable	Not applicable
10	Flexibility to change bid increments	Not	Not



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		applicable	applicable
11	Auction bidders must be able to select the products to bid on and submit their bid	Not applicable	Not applicable
12	Bid confirmation screen	Yes	Yes
13	Permit changes to auction parameters during the auction process	Not applicable	Not applicable
14	Messaging facility permitting ISED staff to send messages to individual auction bidders as well as all auction bidders	Not applicable	Not applicable
15	Start time and date, duration and/or end time of the next round in the auction	Yes	Yes
16	A real-time countdown clock on the auction bidder's interface	Yes	Yes
17	Current high bid for each of the licences in the auction	Yes	Yes
18	All active bids for each of the licences in the latest completed round of the auction	No	Yes
19	Display current round prices of products on a webpage. A history of round-by-round prices must be available on a separate page	Yes	Yes
20	Display the bid increment for each object in the next round of the auction	Yes	Yes
21	Display the auction bidder's current total eligibility / bidding entitlement	Yes	Yes
22	Display the auction bidder's used eligibility / bidding entitlement in the current auction round	Yes	Yes
23	Display the number of active auction bidders in the latest auction round for each licence	No	Yes
24	Display the name or identifier of all active auction bidders in the latest auction round for each licence	No	Yes
25	The above information for all previous rounds must also be available to auction bidders for their own information	Yes	Yes
26	Traceability – The content and timestamp of all information that is received by the system from the auction bidders	No	Yes
27	Traceability – The content and timestamp of all information that is entered into the system by ISED staff	No	Yes
28	The bidding screen (scrolling acceptable) clearly displays all available products in the auction.	Yes	Yes



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**ATTACHMENT 2 TO APPENDIX A - NON-DISCLOSURE AGREEMENT**

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

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

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

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

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## APPENDIX B - TERMS OF PAYMENT

### 1.0 BASIS OF PAYMENT

Her Majesty the Queen in right of Canada agrees to pay the Contractor a sum not to exceed \$ *(will be completed at contract award)*, plus applicable taxes, for the work performed in accordance to the Statement of Work.

#### 1.1 Per Diem Services

The Contractor will be paid at the following per diem rates: *(will be completed at contract award)*

Name of consultant/ Senior Consultant or Consultant or Operations and Technical Resources / per diem rate / level of effort (if applicable) / total.

#### 1.2 Fixed price Services

Her Majesty the Queen in right of Canada agrees to pay the Contractor a firm or fixed price of \$ *(will be completed at contract award)*, plus applicable taxes, for the work performed in accordance to the Statement of Work.

#### 1.3 Definition of a Day / Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision of annual leave, statutory holidays and sick leave. Time worked ("days worked" in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days worked} = \frac{\text{hours worked}}{7.5 \text{ hours per day}}$$

#### 1.4 Overtime Work:

All proposed personnel must be available to work outside normal office hours during the duration of the Contract. No overtime charges will be authorized under this Contract.

### 2.0 TRAVEL AND LIVING EXPENSES

Canada agrees to reimburse the Contractor a sum not to exceed \$75,000.00 including taxes, for any of its travel related expenses properly incurred in the performance of the Work, and only upon submission of original receipts (amounts specified in Appendices B, C and D of the National Joint Council Travel Directive do not require receipts).

All travel must be preauthorized by Innovation, Science and Economic Development Canada (ISED) Project Authority and must be in accordance with Section 7 of [Treasury Board \(TB\) Special Travel Authorities](#) and the [National Joint Council Travel Directive](#), as amended from time to time.

The National Joint Council Travel Directive can be found at the following link: <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>.

The Treasury Board Special Travel Authorities can be found at the following link:



<https://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/sta-asv-eng.asp>

### **3.0 LIMITATION OF EXPENDITURES**

No increase in the total liability of Her Majesty or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Her Majesty to be exceeded without the prior written approval of the Contracting Authority.

### **4.0 METHOD OF PAYMENT**

#### **Phases 1 and 2 Consulting Services: Monthly Payments**

Progress payments shall be made no more frequently than once a month following completion by the Contractor and acceptance by the Project Authority of the work performed as stated in the Statement of Work.

#### **Phase 2 Development, Testing, Implementation and Operation of the mmWave Auction: Milestone Payments**

Milestone payments shall be made in accordance with the Schedule of Milestones or specific deliverable as defined in the Statement of Work.

### **5.0 Invoicing Instructions**

The invoices shall be sent to address indicated below. Each invoice should include the contract number, the Contractor's name, address, tax registration number(s) (if applicable), and a description of the work performed, including the number of days worked when the per diem rates are applicable, during the period covered by the invoice. The applicable tax(es) shall be submitted as a separate amount(s) on the invoice.

Send invoices to:

*(Will provide the name, title, address, telephone number and email address at time of contract award).*

All of the above will be to the satisfaction of the Project Authority.



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**APPENDIX C - SECURITY REQUIREMENTS CHECK LIST (SRCL),  
SECURITY GUIDE AND RELATED CLAUSES**

See attached PDF document - SRCL





## **Security Guide – mmWave Auction Services**

For the mmWave auction, the Contractor will be required to provide the following key services:

- Phase 1 Work
  - Auction consulting for the purpose of choosing an auction design
    - Throughout the development of the auction policies and framework material and continuing throughout the software development phase, the Contractor will never have access to Protected B material
    - The Contractor and all proposed personnel and sub-contractors who will be performing any work on the contract will be required to sign a confidentiality agreement.
  
- Phase 2 Work
  - Develop custom auction software based on the specifications provided by ISED
  - Provide on-site support at ISED during the live auction – Reliability clearance required
    - It has been determined that the bid data that is submitted by auction participants via the auction software is rated at Protected B. Since the contractors and all proposed personnel and sub-contractors who will be working on-site in Canada running the live auction will have access to this bid data, they will require an equivalent to a Reliability clearance.
    - The Contractor and all proposed personnel and sub-contractors who will be involved in the performance of work in Canada for the live auction must possess a valid security clearance at the level of Reliability (or equivalent) obtained by the Canadian Federal Government. The work in Canada during the live auction cannot start prior to this condition being met. ISED will initiate a security screening request if the successful contractor is not security cleared at this level.



**ATTACHMENT 1 TO APPENDIX C  
SECURITY REQUIREMENTS FOR SUPPLIER(S)  
mmWave Auction Services RFP**

**PROTECTED B, RELIABILITY STATUS**

The Foreign recipient **Contractor / Subcontractor** must perform a security screening of all its personnel who will need access to Canadian restricted sites **and/or CANADA PROTECTED B** information/assets:

**a) Identity Check:**

- i. Copies of two of valid original pieces of government issued identity documentation, one of which must include a photo
- ii. Surname (last name)
- iii. Full given names (first name) – underline or circle usual name used
- iv. Family name at birth
- v. All other names used (aliases)
- vi. Name changes
  1. Must include the name they changed from and the name they changed to, the place of change and the institution changed through
- vii. Sex
- viii. Date of birth
- ix. Place of birth (city, province/state/region, and country)
- x. Citizenship(s)
- xi. Marital status/common-law partnership
  1. Current status (married, common-law, separated, widowed, divorced, single)
  2. All current spouses (if applicable)
    - a. Surname (last name)
    - b. Full given names (first name) – underline or circle usual name used
    - c. Date and duration of marriage/common-law partnership
    - d. Date of birth
    - e. Family name at birth
    - f. Place of birth (city, province/state/region, and country)
    - g. Citizenship(s)

**b) Residency Check:**

- i. The last five (5) years of residency history starting from most recent with no gaps in time. Indicate if the person has resided in another country within the last five (5) years.
  1. Apartment number, street number, street name, city, province or state, postal code or zip code, country, from-to dates.

**c) Educational check:**

- i. The educational establishments attended and the corresponding dates.

**d) Employment History Check:**

- i. The last five (5) years of employment history starting from most recent with no gaps in time.

**e) Criminal Record Check:**

- i. Proof of criminal record check report, using fingerprint verification with favourable results for each country the person has resided in during the last five (5) years.

**f) Credit check:**

- i. Credit check report conducted as part of employment screenings.