



**RETURN BIDS TO:**

[IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca](mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca)

**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

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**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration 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 thereof.

**Instructions : See Herein**

**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**

**Citizenship and Immigration Canada**

**Procurement and Contracting Services**

**70 Crémazie**

**Gatineau, Québec, K1A 1L1**

<b>Title – Sujet</b>	
Services for Start-Up Visa	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
CIC - 149441 Amdt 1	2018-09-20
<b>Solicitation Closes – L'invitation prend fin at – à</b>	<b>Time Zone Fuseau horaire</b>
2:00 PM on – October 15, 2018	EDT
<b>F.O.B. - F.A.B.</b>	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to: - Adresser toutes questions à:</b>	
<a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a>	
<b>Telephone No. – N° de téléphone :</b>	
873-408-0511	
<b>Destination – of Goods, Services, and Construction:</b>	
<b>Destination – des biens, services et construction :</b>	
See Herein	
<b>Delivery required - Livraison exigée</b>	
<b>See Herein</b>	
<b>Vendor/firm Name and address</b>	
<b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b>	
<b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
_____ (type or print)/ (taper ou écrire en caractères d'imprimerie)	
_____ <b>Signature</b>	_____ <b>Date</b>

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# **PART 1 - GENERAL INFORMATION**

## **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments 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.

## **1.2 Summary**

Start-Up Visa (SUV) provides permanent residence status to entrepreneurs who have the potential to build high-growth start-ups in Canada.

The SUV program allows qualified foreign entrepreneurs to apply for Canadian permanent residency if they have obtained a commitment of support from a designated entity. Designated entities include business incubators, angel investor groups, and venture capital funds.

Contractors having expertise in relation to business incubators, angel investor groups and venture capital funds, for the purposes of administering the SUV program, fulfill an important role that includes providing guidance and advice to Immigration, Refugees and Citizenship Canada (IRCC) on the designation and revocation of designation of entities, as well as conducting peer reviews of commitments issued by designated entities for applicants under the program to ensure program integrity.

The objective of this requirement is to obtain the services of a Contractor(s) that will provide guidance and recommendations to IRCC on the SUV program.

### **1.2.2 Multiple Contracts**

Canada is seeking to establish up to three (3) contracts, one per sector (Business Incubators, Angel Investor Groups, Venture Capital Funds), as defined in Appendix "D", Statement of Work, for a period from Contract award to March 31, 2019, with the option to extend the period of services for four (4) additional one (1) year periods. Bidders may bid on more than one sector and may be awarded more than one contract. The Bidders must clearly identify which sectors they are applying for.

### **1.3 Debriefings**

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

### **1.4 Mandatory Requirements**

Where the words "must", "shall" or "will" appear in this RFP, the clause is to be considered as a mandatory requirement.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the CIC Website at <http://www.cic.gc.ca/english/transparency/index.asp>

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

**Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.**

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than calendar five (5) days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.5 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: one (1) electronic copy

Section II: Financial Bid: one (1) electronic copy

Section III: Certifications: one (1) electronic copy

**Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.**

**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 a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

#### **Section I: Technical Bid**

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria 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 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.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Appendix "E", Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "I", Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's firm price rates per sector/year in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

### **Section III: Certifications**

Bidders must submit the required certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

ID	Mandatory Technical Criterion	Required Supporting Information	Met / Not Met
<b>MT1</b>	<p>The Bidder must clearly demonstrate that they have a minimum of six (6) months experience in the past two (2) years from bid closing date representing the interests of, and advising on industry standards and best practices, a minimum of ten (10) Canadian entities in one of the following sectors:</p> <ul style="list-style-type: none"> <li>(a) Business Incubators/Accelerators;</li> <li>(b) Angel Investor Groups; or</li> <li>(c) Venture Capital Funds.</li> </ul>	<p>The Bidder must provide at the time of the bid closing a list of 10 Canadian entities in the relevant sector that they have represented and advised in the past two years.</p> <p>The list must include:</p> <ul style="list-style-type: none"> <li>• Name of entity</li> <li>• Website</li> <li>• Entity sector</li> <li>• Start and end date the Bidder worked with the entity</li> </ul>	

		<p>The Bidder must provide references from five of those entities. The references must include:</p> <ul style="list-style-type: none"> <li>• Full name of contact</li> <li>• Title</li> <li>• E-mail address</li> <li>• Telephone number</li> </ul> <p>Note: IRCC reserves the right to contact the references to validate the Bidder's experience. If the information provided by a reference differs from the information provided by the Bidder, the information provided by the reference will prevail and may render the Bidder non-compliant.</p>	
<b>MT2</b>	<p>The Bidder must have experience providing written recommendations relating to business and/or innovation to the Federal Government of Canada, including Crown Corporations, over the past two years from bid closing date.</p>	<p>The Bidder must provide at the time of the bid closing a written summary of recommendations provided to the Federal Government of Canada, including Crown Corporations.</p> <p>The examples must include at minimum:</p> <ul style="list-style-type: none"> <li>• The department for whom the work was conducted;</li> <li>• The time frame it took to complete the work;</li> <li>• The scope and objective of the work; and</li> <li>• The final outcome.</li> </ul>	
<b>MT3</b>	<p>The Bidder must demonstrate the capacity to conduct peer reviews.</p>	<p>The Bidder must show they have access to a pool of qualified individuals* to conduct peer reviews by providing a list of seven qualified panellists.</p>	

		<p>For each individual listed the bidder must include the:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Title</li> <li>• Brief description (1-2 sentences) of the individual's experience and expertise in the start-up ecosystem.</li> </ul> <p>*A qualified individual is a representative from the Bidder's Board of Directors, or involved in the ongoing management of an entity in the relevant Canadian start-up community, or Canadian legal, accounting and banking organizations involved in the Canadian start-up community.</p>	
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#### 4.1.1.2 Point-Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

No.	Point Rated Technical Criteria	Required Supporting Information and Scoring Methodology	Points Obtained
R1	The Bidder should demonstrate overall knowledge and understanding of the structure, goals and complexities of Start-Up Visa.	<p>Using the scoring method described below, this requirement will be assessed according to the following criteria:</p> <p>(a) An understanding of the SUV program structure, goals and complexities.</p>	

		<p><b>Up to 15 points</b></p> <ul style="list-style-type: none"> <li>i. No information provided – <b>0 pts</b></li> <li>ii. Limited: limited understanding of the program, re-states information provided in the Statement of Work, or takes quotes directly from IRCC website – <b>5pts</b></li> <li>iii. Good: demonstrates a concrete understanding of the program; expands on information provided in the statement of work and on IRCC’s website – <b>10pts</b></li> <li>iv. Excellent: very comprehensive understanding of the program structure, goals, and complexities – <b>15 pts</b></li> </ul>	
<b>R2</b>	The Bidder should provide information on any experience working with the Start-Up Visa Program or an international start-up visa program.	<p>(a) Experience working on the SUV program or an international start-up visa program must include:</p> <ul style="list-style-type: none"> <li>• Start and end date of experience</li> <li>• Summary of Work conducted</li> <li>• Name of reference</li> </ul> <p><b>Up to 15 points</b></p> <ul style="list-style-type: none"> <li>i. 12 months or less – <b>0 pts</b></li> <li>ii. 1 year, 1 day to 2 years – <b>5 pts</b></li> <li>iii. 2 years, 1 day to 3 years – <b>10 pts</b></li> <li>iv. 3 years, 1 day + – <b>15 pts</b></li> </ul>	
<b>R3</b>	The Bidder should demonstrate the proposed approach to overall assessments and monitoring of entities. The Bidder should provide detailed information in a work plan of	<p>Using the scoring method described below, this requirement will be assessed according to the following criteria:</p> <p>(a) A process for conducting assessments on entities</p>	

	<p>no more than 2000 words that identifies an approach to address the requirements as outlined in the Statement of Work.</p>	<p>seeking designations.</p> <p><b>Up to 20 points</b></p> <ul style="list-style-type: none"> <li>i. Unsatisfactory. No details provided. No approach or methodology was proposed. – <b>0 pts</b></li> <li>ii. The explanation of how the supplier will meet this requirement is lacking in specific details and coherence. The approach and methodology has limited structure and coherence. Few details are provided and some elements were not clearly addressed. The bidder may meet the minimum capability to meet minor elements, but does not demonstrate the minimum capability to meet all of the major elements of the requirement. – <b>5 pts</b></li> <li>iii. Acceptable and adequate explanation of how it will meet this requirement. The approach and methodology are structured and coherent; although most of the major necessary details are provided, there are several minor deficiencies with the objective and expected outcomes of this requirement. Some minor elements were not addressed clearly. The bidder demonstrates the minimum acceptable capability to meet most elements. – <b>10 pts</b></li> <li>iv. Clear, easy-to-understand explanation of how it will meet this requirement. The approach and methodology are structured and coherent, and most of the necessary details are provided; minor deficiencies exist with the objective and expected</li> </ul>	
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		<p>outcomes of this requirement. The bidder demonstrates the capability to adequately meet all elements of the requirement. – <b>15 pts</b></p> <p>v. Well-detailed, in-depth, and specific explanation of how the requirement will be met. The approach and methodology are structured, coherent, and all necessary details are provided. No deficiencies exist. The bidder demonstrates an understanding of the objective and expected outcomes of this requirement. The bidder demonstrates the capability to fully meet all elements of this requirement. – <b>20 pts</b></p>	
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**4.1.2 Financial Evaluation**

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all-inclusive firm prices for the Work being proposed in accordance with the bid solicitation, for the initial contract period and option period(s).

The “TOTAL BID PRICE” as indicated in row F in Table 1, Row L in Table 2, and Row R in Table 3 in Annex “E”, Basis of Payment, excluding taxes, will be used to determine the financial evaluation scores.

**4.1.3 Formulas in Pricing Schedule**

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.



## 4.2 Basis of Selection

### 4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and

4.2.1.3 Bids not meeting (a) or (b) will be declared non-responsive.

4.2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75% for the technical merit and 25% for the price.

4.2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75%.

4.2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.

4.2.1.7 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating of Technical Merit (75%) and Price (25%)

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 75 = 63.89$	$89/135 \times 75 = 49.44$	$92/135 \times 75 = 51.11$
	<b>Pricing Score</b>	$45/55 \times 25 = 20.45$	$45/50 \times 25 = 22.50$	$45/45 \times 25 = 25.00$
<b>Combined rating</b>		84.34	71.94	76.11
<b>Overall rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

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

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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

## 5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>), to be given further consideration in the procurement process.

## 5.2.3 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.

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 [Employment and Social Development Canada \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website.

Date : \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. 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 has a combined workforce in Canada of 100 or more employees; and

- 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. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **5.2.4 Status and Availability of Resources**

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### **5.2.5 Education and Experience**

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

## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

There is no security requirement associated with this solicitation.

### **6.2 Insurance Requirements**

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

### **APPENDIX “A”, GENERAL TERMS AND CONDITIONS**

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

#### **A1. Standard Acquisition Clauses and Conditions Manual**

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

**A1.1** An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

**A1.2** An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the CIC Website: <http://www.cic.gc.ca/english/transparency/index.asp>

#### **A2. Terms and Conditions of the Contract**

**A2.1** The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### **A3. Standard Instructions and Conditions**

**A3.1** The conditions set out in the [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

#### **A4. General Conditions**

**A4.1** General Conditions [CIC-GC-001 \(2016-05-26\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.

## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Security Requirement Checklist (SRCL);
- h) the Contractor's proposal dated \_\_\_\_\_(TBD)

### B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
CIC-SC-001(2015-02-16). Contractor Owns Intellectual Property (IP) Rights in Foreground Information		

### B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>

### B4. Security Requirement

There is no security requirement associated with the requirement.

### B5. Period of Contract

The period of the Contract is from date of contract award to March 31, 2019.

#### B5.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to four (4) 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 Appendix “E”, Basis of Payment.



Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **B6. Termination on Thirty (30) Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

#### **B7. Certifications / Compliance and Additional Information**

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

#### **B8. Insurance Requirements**

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

#### **B9. Statement of Work**

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

#### **B10. Authorities**

##### **B10.1 Contracting Authority**

The Contracting Authority for the Contract is:

**<The Contracting Authority for the Contract is to be identified at Contract award>**

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.

### **B10.2 Project Authority**

The Project Authority for the Contract is:

***<The Project Authority for the Contract is to be identified at Contract award>***

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.

### **B10.3 Technical Authority**

***<The Technical Authority for the Contract is to be identified at Contract award>***

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

## APPENDIX "C", TERMS OF PAYMENT

### C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in in Annex "E" for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are excluded and applicable taxes are extra.

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

### C2. Method of Payment

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

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

### C3. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

### C4. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
  - b) a copy of the release document and any other documents as specified in the Contract;
  - c) a copy of the monthly progress report.
2. Invoices must be distributed as follows:

- a) The invoice must be forwarded to the following email address for certification and payment: [laura.stephenson@cic.gc.ca](mailto:laura.stephenson@cic.gc.ca).
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**C5. Travel and Living Expenses**

Canada will not accept any travel and living expenses.

**C6. Travel Time**

N/A

## **APPENDIX “D”, STATEMENT OF WORK**

### **1. TITLE**

Services for Start-Up Visa

### **2. BACKGROUND**

Start-Up Visa (SUV) provides permanent residence status to entrepreneurs who have the potential to build high-growth start-ups in Canada.

The SUV program allows qualified foreign entrepreneurs to apply for Canadian permanent residency if they have obtained a commitment of support from a designated entity. Designated entities include business incubators, angel investor groups, and venture capital funds.

Contractors having expertise in relation to business incubators, angel investor groups and venture capital funds, for the purposes of administering the SUV program, fulfill an important role that includes providing guidance and advice to Immigration, Refugees and Citizenship Canada (IRCC) on the designation and revocation of designation of entities, as well as conducting peer reviews of commitments issued by designated entities for applicants under the program to ensure program integrity.

There are currently 25 business incubators, 21 venture capital funds, and 9 angel investor groups designated under the program. Over the past two years, approximately two (2) to six (6) new entities have been designated per industry sector each year, and between one and 25 peer reviews have been requested per sector each year. As many as four designated entities have been recommended for revocation of designation in a year. As more entities are designated in future years, the number of peer reviews and recommendations for revocation are likely to increase.

### **3. OBJECTIVE**

The objective of this requirement is to obtain services of a Contractor(s) that will provide guidance and recommendations to IRCC on the SUV program.

### **4. SCOPE**

**4.1** Up to three (3) contracts may be awarded in total. One contract may be awarded for each of the following sectors:

1. Business incubators
2. Angel investor groups
3. Venture capital funds

Bidders may apply for more than one sector and may be awarded more than one contract.

4.2 While the volume of work in recent years is outlined in article 2.0 Background, the Contractor for each sector may be required (based on demand) to complete annually up to:

<b>Business incubator sector</b>	<b>Angel investor group sector</b>	<b>Venture capital fund sector</b>
25 assessments of business incubators requesting designation (as outlined in task 5.2)	25 assessments of angel investor groups requesting designation (as outlined in task 5.2)	25 assessments of venture capital funds requesting designation (as outlined in task 5.2)
10 assessments of designated business incubators in response to concerns, leading to recommendations for revocation of designation as needed (as outlined in task 5.3)	10 assessments of designated angel investor groups in response to concerns, leading to recommendations for revocation of designation as needed (as outlined in task 5.3)	10 assessments of designated venture capital funds in response to concerns, leading to recommendations for revocation of designation as needed (as outlined in task 5.3)
75 peer reviews if requested by IRCC Officers (as outlined in task 5.4)	30 peer reviews if requested by IRCC Officers (as outlined in task 5.4)	30 peer reviews if requested by IRCC Officers (as outlined in task 5.4)
1 annual review of all designated business incubators, including the 25 business incubators that are currently designated and any business incubators that are designated in the future (as outlined in task 5.5)	1 annual review of all designated angel investor groups, including the 9 angel investor groups that are currently designated and any angel investor groups that are designated in the future (as outlined in task 5.5)	1 annual review of all designated venture capital funds, including the 21 venture capital funds that are currently designated and any venture capital funds that are designated in the future (as outlined in task 5.5)
400 hours of providing advice to IRCC and implementing improvements to operations as needed (as outlined in task 5.7)	80 hours of providing advice to IRCC and implementing improvements to operations as needed (as outlined in task 5.7)	80 hours of providing advice to IRCC and implementing improvements to operations as needed (as outlined in task 5.7)

**Note: With the exception of the annual review, no more than half the amount of each deliverable listed above may be required during the initial contract period (which spans from the date of contract award until March 31, 2019) given the shorter duration of the initial contract period.**

## 5. TASKS

The tasks identified below apply to all three (3) sectors in article 4.0 Scope.

The Contractor(s) will be required to conduct the following functions but not limited to:

- 5.1 Liaison:** Act as liaison between IRCC and designated entities to carry out the goal of the program.
  - 5.1.1** Develop and apply consistent criteria for the designation of entities that build on industry standards and program integrity needs, as well as update criteria on an as-needed basis.
    - 5.1.1.1** Make criteria for designation available on their website.
  - 5.1.2** Liaise with designated entities, develop and communicate best practices, and provide information and support to designated entities for making commitments or performing activities related to the SUV program.
  - 5.1.3** Notify IRCC within five (5) business days if a designated entity does not wish to continue participating in the SUV program.
- 5.2 Recommendations for designation:** Provide recommendations to the IRCC Project Authority regarding the designation of entities.
  - 5.2.1** Conduct assessments of entities that apply to become designated and provide recommendations regarding designation to the IRCC Project Authority.
    - 5.2.1.1** Accept applications from entities applying to become designated under SUV.
    - 5.2.1.2** Assess the entity's business model and practices taking into account, but not limited to, the designation criteria.
    - 5.2.1.3** Provide written feedback to entities following the assessment.
    - 5.2.1.4** Provide the IRCC Project Authority with recommendations for designation within five (5) business days of finalizing their recommendation.
    - 5.2.1.5** Provide the IRCC Project Authority with recommendations for designation electronically using a form provided by IRCC.
- 5.3 Recommendations for revocation of designation:** Provide recommendations to the IRCC Project Authority regarding the revocation of designation of entities.
  - 5.3.1** Review entities after they are designated and provide recommendations for revocation of designation if an entity is no longer acting in accordance with program requirements.
    - 5.3.1.1** Investigate complaints and concerns about designated entities.
    - 5.3.1.2** Provide the IRCC Project Authority with recommendations for revocation of designation, including reasons and grounds for the recommendation, within five (5) business days of finalizing their recommendation.

**5.3.1.3** Provide the IRCC Project Authority with recommendations for revocation of designation electronically using a form provided by IRCC.

**5.4** Peer reviews: Conduct peer reviews of cases as requested by IRCC Officers.

**5.3.1** Conduct peer reviews of individual cases, when requested by an IRCC Visa Officer, which take into account industry standards. A peer review may be requested by a Visa Officer if the officer is of the opinion that an independent assessment would assist in the application process, or on a random basis for quality assurance.

**5.4.1.1** Form a 'panel bank' of a minimum of seven (7) qualified peer review panel members, with experience working in the relevant Canadian start-up sector (business incubator, angel investor, or venture capital group, as applicable).

**5.4.1.1.1** Representatives from the Contractor's Board of Directors, the relevant Canadian start-up community, and Canadian legal, accounting and banking organizations involved in the Canadian start-up community are eligible to participate.

**5.4.1.2** Upon receiving a request for a peer review from a Visa Officer, notify the designated entity of the peer review and obtain relevant documents from the designated entity (including the designated entity's due diligence package).

**5.4.1.3** Assemble a panel of a minimum of three (3) members of the panel bank to review the package. The Contractor must have in place a process to prevent the identity of panel members from being disclosed to designated entities or applicants.

**5.4.1.3.1** Each panel member shall attest that he/she neither has nor had any pecuniary interest in the transaction under review.

**5.4.1.4** Provide the designated entity with an opportunity to respond to any concerns that arise during the course of the peer review.

**5.4.1.5** Provide the findings of the peer review to an IRCC Visa Officer, electronically using a form provided by IRCC, within five (5) business days of completing the peer review.

**5.5** Annual review: Review designated entities on an annual basis to ensure they continue to qualify for designation.

**5.6** Annual report: Provide the IRCC Project Authority with annual reports on the Contractor's activities and the activities of designated entities as they relate to SUV.

**5.6.1** Collect data and provide annual reporting on the activities of designated entities



as they relate to the SUV, including:

- 5.6.1.1 Aggregated statistical information regarding the process of evaluating entities for the purposes of being recommended to IRCC;
- 5.6.1.2 Aggregated statistical information that the Contractor will collect from designated entities regarding the commitments they have made under the SUV program;
- 5.6.1.3 Aggregated statistical information that the Contractor will collect from designated entities regarding results and outcomes for entrepreneurs admitted under the SUV program; and
- 5.6.1.4 Additional statistical information as agreed to by the parties.

5.7 Expertise: Provide sector-specific expert guidance and advice to the IRCC Project Authority.

- 5.7.1 Provide general advice and recommendations on the operation of the program and implement improvements to operations as needed.
- 5.7.2 Meet with IRCC officials as needed.

## 6. DELIVERABLES AND SCHEDULE

The Contractor must provide IRCC with the following deliverables including, but not limited to:

- 6.1 For task 5.2, written assessments and recommendations for designation made on an ad hoc basis, within five (5) business days of finalizing its recommendation, determined by demand from entities wishing to be designated.
- 6.2 For task 5.3, written assessments and recommendations for revocation of designation, including reasons for the recommendation, made on an ad hoc basis within five (5) business days of finalizing its recommendation.
- 6.3 For task 5.4, findings of a peer review within five (5) business days of finalizing its recommendation, when requested by a Visa Officer, electronically using a form provided by IRCC.
- 6.4 For task 5.6, submit an annual report by April 30th of each year of the contract, in a form provided by IRCC, on the activities of designated entities as they relate to the SUV program. The annual report must include:
  - 6.4.1 Applicable statistics and trends on the operation of the program;

- 6.4.2 Aggregated statistical information regarding the process of evaluating entities for the purposes of being recommended to IRCC;
- 6.4.3 Aggregated statistical information that the Contractor will collect from designated entities regarding the commitments they have made under the SUV program;
- 6.4.4 Aggregated statistical information that the Contractor will collect from designated entities regarding results and outcomes for entrepreneurs admitted under the SUV program; and
- 6.4.5 Additional statistical information as agreed to by the parties.

## 7. LANGUAGE OF WORK

All documents must be produced in English.

## 8. LOCATION OF WORK

The work may be carried out at the Contractor's premises.

## 9. TRAVEL

All Travel and Living Expenses are the sole responsibility of the Contractor.

## 10. REPORTING

On the last day of each month the Contractor shall provide the Project Authority a report listing work undertaken for the SUV program over the previous month. It should include the number of assessments conducted on entities for designation or revocation of designation, and the number of peer reviews undertaken by the Contractor. The report shall be submitted to the project authority via email.

## 11. LIMITATIONS AND CONSTRAINTS

All activities must be undertaken respecting the [Immigration and Refugee Protection Regulations](#).

## 12. GLOSSARY

- (a) **Angel Investor Groups:** *Angel investor groups are member-based groups, that use not-for-profit or for-profit structures, of accredited business angel investors who invest their own capital, usually in exchange for equity in privately held start-ups. Angel investor groups provide members with value-added services that can include: identifying investment opportunities, enabling opportunities for angels to pool capital for investment purposes, and professionalizing and standardizing angel investment processes.*
- (b) **Business Incubators:** *Under the SUV program, this term includes business accelerators.*

*Business incubators are organizations designed to accelerate the growth and success of entrepreneurial companies through an array of business support resources and services that could include access to: physical space, facilities and services; capital; business mentoring; and networking connections that can lead to new customers and markets.*

- (c) **Venture Capital Funds:** *Venture capital funds raise and manage a pool of capital that they then use to place equity investments in privately held, technology-based early-stage firms with high growth potential. In addition to capital, venture capital funds bring operational experience, technical knowledge, networks and mentorship to the firms in which they invest.*

## APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed the following amounts for each Sector, including all option periods. Applicable taxes are extra. ***All cost/price proposals exceeding the totals per sector indicated below will render the bidder's cost/price proposal non-responsive, and will be eliminated from the solicitation process.***

### Sector #1: Business Incubators

Initial Contract (Contract Award until March 31, 2019): \$70,000.00  
Option Period 1 (April 1, 2019 – March 31, 2020): \$140,000.00  
Option Period 2 (April 1, 2020 – March 31, 2021): \$140,000.00  
Option Period 3 (April 1, 2021 – March 31, 2022): \$140,000.00  
Option Period 4 (April 1, 2022 – March 31, 2023): \$140,000.00

### Sector #2: Angel Investor Groups

Initial Contract (Contract Award until March 31, 2019): \$15,000.00  
Option Period 1 (April 1, 2019 – March 31, 2020): \$30,000.00  
Option Period 2 (April 1, 2020 – March 31, 2021): \$30,000.00  
Option Period 3 (April 1, 2021 – March 31, 2022): \$30,000.00  
Option Period 4 (April 1, 2022 – March 31, 2023): \$30,000.00

### Sector #3: Venture Capital Funds

Initial Contract (Contract Award until March 31, 2019): \$15,000.00  
Option Period 1 (April 1, 2019 – March 31, 2020): \$30,000.00  
Option Period 2 (April 1, 2020 – March 31, 2021): \$30,000.00  
Option Period 3 (April 1, 2021 – March 31, 2022): \$30,000.00  
Option Period 4 (April 1, 2022 – March 31, 2023): \$30,000.00

**Bidders may bid on more than one sector and may be awarded more than one contract.**

TABLE 1 - Business Incubator Sector			
Deliverables as identified in Article 4.2, Appendix "D" Statement of Work	Maximum Volume	Period	Firm All-Inclusive Price
Assessments of business incubators requesting designation per year	13	Initial Contract Period	\$ <Bidder to Insert price>
	25	Option Period 1	\$ <Bidder to Insert price>
	25	Option Period 2	\$ <Bidder to Insert price>
	25	Option Period 3	\$ <Bidder to Insert price>
	25	Option Period 4	\$ <Bidder to Insert price>
	<b>A - Total Price for Deliverable</b>		
Assessments of designated business incubators in response to concerns, leading to recommendations for revocation of designation as needed, per year	5	Initial Contract Period	\$ <Bidder to Insert price>
	10	Option Period 1	\$ <Bidder to Insert price>
	10	Option Period 2	\$ <Bidder to Insert price>
	10	Option Period 3	\$ <Bidder to Insert price>
	10	Option Period 4	\$ <Bidder to Insert price>
	<b>B - Total Price for Deliverable</b>		
Peer Reviews, as requested by IRCC Officers, per year	38	Initial Contract Period	\$ <Bidder to Insert price>
	75	Option Period 1	\$ <Bidder to Insert price>
	75	Option Period 2	\$ <Bidder to Insert price>
	75	Option Period 3	\$ <Bidder to Insert price>
	75	Option Period 4	\$ <Bidder to Insert price>
	<b>C - Total Price for Deliverable</b>		
Annual Review	1	Initial Contract Period	\$ <Bidder to Insert price>
	1	Option Period 1	\$ <Bidder to Insert price>
	1	Option Period 2	\$ <Bidder to Insert price>
	1	Option Period 3	\$ <Bidder to Insert price>
	1	Option Period 4	\$ <Bidder to Insert price>
	<b>D - Total Price for Deliverable</b>		
Hours of providing advice to IRCC and implementing improvements to operations as needed per year	200	Initial Contract Period	\$ <Bidder to Insert price>
	400	Option Period 1	\$ <Bidder to Insert price>
	400	Option Period 2	\$ <Bidder to Insert price>
	400	Option Period 3	\$ <Bidder to Insert price>
	400	Option Period 4	\$ <Bidder to Insert price>
	<b>E - Total Price for Deliverable</b>		
<b>Total Bid Price for Business Incubator Sector excl. Taxes</b>		<b>Row F =Sum of rows A+B+C+D+E</b>	<b>F - \$ &lt;Bidder to Insert Total&gt;</b>

TABLE 2 - Angel Investor Group Sector			
Deliverables as identified in Article 4.2, Appendix "D" Statement of Work	Maximum Volume	Period	Firm All-Inclusive Price
Assessments of angel investor groups requesting designation per year	13	Initial Contract Period	\$ <Bidder to Insert price>
	25	Option Period 1	\$ <Bidder to Insert price>
	25	Option Period 2	\$ <Bidder to Insert price>
	25	Option Period 3	\$ <Bidder to Insert price>
	25	Option Period 4	\$ <Bidder to Insert price>
	<b>G - Total Price for Deliverable</b>		
Assessments of designated angel investor groups in response to concerns, leading to recommendations for revocation of designation as needed, per year	5	Initial Contract Period	\$ <Bidder to Insert price>
	10	Option Period 1	\$ <Bidder to Insert price>
	10	Option Period 2	\$ <Bidder to Insert price>
	10	Option Period 3	\$ <Bidder to Insert price>
	10	Option Period 4	\$ <Bidder to Insert price>
	<b>H - Total Price for Deliverable</b>		
Peer Reviews, as requested by IRCC Officers, per year	15	Initial Contract Period	\$ <Bidder to Insert price>
	30	Option Period 1	\$ <Bidder to Insert price>
	30	Option Period 2	\$ <Bidder to Insert price>
	30	Option Period 3	\$ <Bidder to Insert price>
	30	Option Period 4	\$ <Bidder to Insert price>
	<b>I - Total Price for Deliverable</b>		
Annual Review	1	Initial Contract Period	\$ <Bidder to Insert price>
	1	Option Period 1	\$ <Bidder to Insert price>
	1	Option Period 2	\$ <Bidder to Insert price>
	1	Option Period 3	\$ <Bidder to Insert price>
	1	Option Period 4	\$ <Bidder to Insert price>
	<b>J - Total Price for Deliverable</b>		
Hours of providing advice to IRCC and implementing improvements to operations as needed per year	40	Initial Contract Period	\$ <Bidder to Insert price>
	80	Option Period 1	\$ <Bidder to Insert price>
	80	Option Period 2	\$ <Bidder to Insert price>
	80	Option Period 3	\$ <Bidder to Insert price>
	80	Option Period 4	\$ <Bidder to Insert price>
	<b>K - Total Price for Deliverable</b>		
<b>Total Bid Price for Angel Investor Group Sector excl. Taxes</b>		<b>Row L = Sum of rows G+H+I+J+K</b>	<b>L - \$ &lt;Bidder to Insert Total&gt;</b>

**TABLE 3 - Venture Capital Funds Sector**

<b>Deliverables as identified in Article 4.2, Appendix "D" Statement of Work</b>	<b>Maximum Volume</b>	<b>Period</b>	<b>Firm All-Inclusive Price</b>
Assessments of venture capital funds requesting designation per year	13	Initial Contract Period	\$ <Bidder to Insert price>
	25	Option Period 1	\$ <Bidder to Insert price>
	25	Option Period 2	\$ <Bidder to Insert price>
	25	Option Period 3	\$ <Bidder to Insert price>
	25	Option Period 4	\$ <Bidder to Insert price>
	<b>M - Total Price for Deliverable</b>		
Assessments of designated venture capital funds in response to concerns, leading to recommendations for revocation of designation as needed, per year	5	Initial Contract Period	\$ <Bidder to Insert price>
	10	Option Period 1	\$ <Bidder to Insert price>
	10	Option Period 2	\$ <Bidder to Insert price>
	10	Option Period 3	\$ <Bidder to Insert price>
	10	Option Period 4	\$ <Bidder to Insert price>
	<b>N - Total Price for Deliverable</b>		
Peer Reviews, as requested by IRCC Officers, per year	15	Initial Contract Period	\$ <Bidder to Insert price>
	30	Option Period 1	\$ <Bidder to Insert price>
	30	Option Period 2	\$ <Bidder to Insert price>
	30	Option Period 3	\$ <Bidder to Insert price>
	30	Option Period 4	\$ <Bidder to Insert price>
	<b>O - Total Price for Deliverable</b>		
Annual Review	1	Initial Contract Period	\$ <Bidder to Insert price>
	1	Option Period 1	\$ <Bidder to Insert price>
	1	Option Period 2	\$ <Bidder to Insert price>
	1	Option Period 3	\$ <Bidder to Insert price>
	1	Option Period 4	\$ <Bidder to Insert price>
	<b>P - Total Price for Deliverable</b>		
Hours of providing advice to IRCC and implementing improvements to operations as needed per year	40	Initial Contract Period	\$ <Bidder to Insert price>
	80	Option Period 1	\$ <Bidder to Insert price>
	80	Option Period 2	\$ <Bidder to Insert price>
	80	Option Period 3	\$ <Bidder to Insert price>
	80	Option Period 4	\$ <Bidder to Insert price>
	<b>Q - Total Price for Deliverable</b>		
<b>Total Bid Price for Venture Capital Funds Sector excl. Taxes</b>		<b>Row R = Sum of rows M+N+O+P+Q</b>	<b>R - \$ &lt;Bidder to Insert Total&gt;</b>



# APPENDIX "F", SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité <i>Unclassified</i>

## SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <i>IRCC</i>	2. Branch or Directorate / Direction générale ou Direction <i>Immigration Branch</i>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <i>Organizations representing business incubators, angel investor groups and venture capital funds, for the purposes of administering Start-Up Visa, provide guidance and advice to the Minister of IRCC including recommendations for designating and de-designating entities, conducting peer reviews and reporting on program activities.</i>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
*Unclassified*







**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat
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**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité <i>unclassified</i>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Brent Harris</i>	<i>Senior Policy Analyst</i>		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<i>613-437-6703</i>		<i>brent.harris@cic.gc.ca</i>	<i>July 23, 2018</i>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Tracy Vitello</i>	<i>Senior Security Analyst</i>		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<i>613-437-8907</i>		<i>tracy.vitello@cic.gc.ca</i>	<i>23 July 2018</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Gabrielle Rees</i>	<i>Senior Contracting officer</i>		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<i>873-408-0387</i>		<i>gabrielle.rees@cic.gc.ca</i>	<i>2018-07-24</i>
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<i>Tracy Vitello</i>	<i>Senior Security Analyst</i>		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<i>613-437-8907</i>		<i>tracy.vitello@cic.gc.ca</i>	<i>23 July 2018</i>

# APPENDIX "G", VENDOR INFORMATION AND AUTHORIZATION FORM

## Vendor Name and Address

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## Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)  
 Privately owned corporation  
 Joint Venture or Corporate entity  
 Other (specify):

## GST or HST Registration Number and Business Number (Revenue Canada)

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## Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.