



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Informatics Professional Services	
Solicitation No. - N° de l'invitation 51019-184012/A	Date 2018-10-10
Client Reference No. - N° de référence du client 51019-184012	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-018-5453	
File No. - N° de dossier MCT-8-41025 (018)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-20	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Martin (MCT), Lisa M.	Buyer Id - Id de l'acheteur mct018
Telephone No. - N° de téléphone (506) 962-5328 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF VETERANS AFFAIRS WR IB 220 P.O.BOX 7700 CHARLOTTETOWN Prince Edward Island C1A8M9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

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

**BID SOLICITATION
FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
(TIER 2 – ATLANTIC REGION)
FOR
VETERANS AFFAIRS CANADA**

Table of Contents

PART 1 - GENERAL INFORMATION.....	4
1.1 Introduction.....	4
1.2 Summary	4
1.3 Debriefings	7
PART 2 - BIDDER INSTRUCTIONS.....	8
2.1 Standard Instructions, Clauses and Conditions.....	8
2.2 Submission of Bids.....	8
2.3 Enquiries - Bid Solicitation	8
2.4 Former Public Servant.....	9
2.5 Applicable Laws.....	10
2.6 Basis for Canada's Ownership of Intellectual Property	10
PART 3 - BID PREPARATION INSTRUCTIONS.....	11
3.1 Bid Preparation Instructions.....	11
3.2 Section I: Technical Bid.....	13
3.3 Section II: Financial Bid.....	15
3.4 Section III: Certifications.....	16
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	17
4.1 Evaluation Procedures	17

4.2	Technical Evaluation.....	17
4.3	Financial Evaluation.....	18
4.4	Basis of Selection.....	19
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION		20
5.1	Certifications Precedent to Contract Award and Additional Information.....	20
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS		22
6.1	Security Requirement	22
6.2	Financial Capability.....	22
PART 7 - RESULTING CONTRACT CLAUSES		23
7.1	Requirement.....	23
7.2	Task Authorization	23
7.3	Minimum Work Guarantee	24
7.4	Standard Clauses and Conditions	25
7.5	Security Requirement	26
7.6	Contract Period.....	26
7.7	Authorities.....	27
7.8	Proactive Disclosure of Contracts with Former Public Servants.....	28
7.9	Payment.....	28
7.10	Invoicing Instructions	30
7.11	Certifications and Additional Information	30
7.12	Federal Contractors Program for Employment Equity - Default by Contractor.....	30
7.13	Copyright In Material.....	30
7.14	Applicable Laws.....	31
7.15	Priority of Documents	31
7.16	Foreign Nationals (Canadian Contractor).....	31
7.17	Foreign Nationals (Foreign Contractor)	31
7.18	Insurance Requirements	31
7.19	Limitation of Liability - Information Management/Information Technology	33
7.20	Joint Venture Contractor	35
7.21	Professional Services - General	35

Solicitation No. - N° de l'invitation
51019-184012/A
Client Ref. No. - N° de réf. du client
51019-184012

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-8-41025

Buyer ID - Id de l'acheteur
mct012
CCC No./N° CCC - FMS No./N° VME

7.22	Safeguarding Electronic Media	36
7.23	Representations and Warranties	37
7.24	Access to Canada's Property and Facilities	37
7.25	Implementation	37

List of Annexes

Annex A - Statement of Work
Annex B - Basis of Payment
Annex C - Security Requirements Check List
Annex D - Task Authorizations (TA) Form
Annex E - Technical Evaluation Procedures & Criteria
Annex F - Bidder Forms
Annex G - Federal Contractors Program for Employment Equity – Certification
Annex H - Electronic Payment Instruments

BID SOLICITATION

**FOR (A) CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR
TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
(TIER 2 – ATLANTIC REGION
FOR
VETERANS AFFAIRS CANADA**

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus annexes, 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, if applicable, 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 annexes include the Statement of Work and any other annexes.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Veterans Affairs Canada (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of one contract, each for one years plus two-6 month irrevocable options allowing Canada to extend the term of the contract(s).
- (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

- (d) 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), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- (e) The Federal Contractor's 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.”
- (f) This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- (g) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in the Atlantic Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (h) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (i) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

Resource Category	Level of expertise	Estimated number of resources required
A.1- Application/Software Architect - <u>Adobe Experience Manager (AEM) / LiveCycle</u>	Level 1	2
A.7- Programmer/Analyst - <u>Adobe Experience Manager (AEM) / LiveCycle</u>	Level 2	2
A.7- Programmer/Analyst – <u>PL / SQL</u>	Level 1	2
A.7- Programmer/Analyst – <u>Java EE</u>	Level 1	2
A.7- Programmer/Analyst – <u>Java EE</u>	Level 2	2
A.7- Programmer/Analyst – <u>Mobile Development</u>	Level 1	2
A.7- Programmer/Analyst – <u>IBM Watson</u>	Level 2	2
A.7- Programmer/Analyst – <u>CRM Dynamics</u>	Level 1	2
A.7- Programmer/Analyst – <u>CRM Dynamics</u>	Level 2	2

A.1- Application/Software Architect – <u>AI Data Architect</u>	Level 1	2
A.11- Tester	Level 1	2
A.11- Tester	Level 2	2
A.14- Web Developer	Level 1	2
A.14- Web Developer	Level 2	2
B.1- Business Analyst	Level 1	2
B.1- Business Analyst	Level 2	2
C.16- PIA Specialist	Level 1	2
P.9- Project Manager	Level 1	2
A.1- Application/Software Architect	Level 1	1
A.1- Application/Software Architect	Level 2	1
A.3- ERP Programmer Analyst - <u>PeopleSoft</u>	Level 1	1
A.3- ERP Programmer Analyst - <u>SAP</u>	Level 1	1
A.7- Programmer / Analyst - <u>C++</u>	Level 1	1
A.7- Programmer / Analyst – <u>Business Intelligence</u>	Level 1	1
A.7- Programmer / Analyst - <u>PowerBuilder</u>	Level 1	1
A.7- Programmer / Analyst - <u>PowerBuilder</u>	Level 2	1
A.7- Programmer / Analyst – <u>Microsoft .NET</u>	Level 1	1
A.7- Programmer / Analyst – <u>Microsoft .NET</u>	Level 2	1
A.7- Programmer / Analyst – <u>PL / SQL</u>	Level 2	1
A.11- Tester - <u>Bilingual</u>	Level 1	1
A.11- Tester - <u>Bilingual</u>	Level 2	1
A.11- Tester – <u>Regression/IFT</u>	Level 1	1
A.11- Tester – <u>Regression/IFT</u>	Level 2	1
A.11- Tester – <u>Performance</u>	Level 1	1
	Level 1	1

A.12- Web Architect		
A.12- Web Architect	Level 2	1
A.15- Web Graphics Designer	Level 1	1
A.15- Web Graphics Designer	Level 2	1
A.16- Web Multi-media Content Consultant	Level 1	1
B.1- Business Analyst – <u>Bilingual</u>	Level 1	1
B.1- Business Analyst – <u>Bilingual</u>	Level 2	1
B.5- Business Process Re-engineering (BPR) Consultant	Level 2	1
B.11- Instructor	Level 2	1
B.14- Technical Writer	Level 1	1
B.6- Project Administrator	Level 1	1
P.7- Project Coordinator	Level 1	1

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) 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(s).
- (c) The 2003 (2018/05/22) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
 - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 180 days
- (f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
 - 1. Facsimile

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or epost Connect service or electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a

proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered **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 Former Public Servant

- (a) 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.

(b) **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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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.

(c) **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:

- (i) name of former public servant;

- (ii) 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](#).

(d) **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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.5 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Edward Island.

Note to Bidders: *Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.*

2.6 Basis for Canada's Ownership of Intellectual Property

- (a) Veterans Affairs Canada has determined that any Material subject to copyright arising from the performance of the Work under the resulting contract will be owned by Canada. Examples of such Material (as such is defined in General Conditions 2035) include the deliverables identified in Annex A.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Hard Copy Bid Submission

- (i) Section I: Technical Bid – (3 hard copies)
- (ii) Section II: Financial Bid – (2 hard copies)
- (iii) Section III: Certifications – (1 hard copy)

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

(b) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) page size;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

(c) **Canada's Policy on Green Procurement:** 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. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

(d) **Submission of Only One Bid:**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified. A single bid may contain bids to be awarded a contract in one or more Workstreams. However, a bid may not contain a bid from the Bidder, including related entities to be awarded more than one contract in any given Workstream.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);

- (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .

(e) Joint Venture Experience:

- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or

- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- (iv) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - **Annex F** with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it will appear on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of **Annex E**, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of **Annex "E"** where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iv) **Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project

must have been completed by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the TBIPS descriptions of the Resource Categories identified in **Annex A**. Work will be considered to "closely match" if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

- (v) **For Proposed Resources:** The technical bid must include résumés for the resources as identified in **Annex E**. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
 - (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
 - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
 - (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
 - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the

resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

- (vi) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in **Annex B**. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (e) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Annex H** Electronic Payment Instruments, to identify which ones are accepted. If **Annex H** Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Solicitation No. - N° de l'invitation
51019-184012/A
Client Ref. No. - N° de réf. du client
51019-184012

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-8-41025

Buyer ID - Id de l'acheteur
mct012
CCC No./N° CCC - FMS No./N° VME

3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified 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. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
- (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation

- (a) **Mandatory Technical Criteria:**
- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
 - (ii) The mandatory technical criteria are described in **Annex E** Technical Evaluation Procedures and Criteria.
- (b) **Point-Rated Technical Criteria:**
- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
 - (ii) The rated requirements are described in **Annex E**– Technical Evaluation Procedures and Criteria.

4.3 Financial Evaluation

- (a) The evaluated cost/total bid price will be based on the aggregate of the total estimated cost for the period of the contract and the two 6 month optional periods detailed at **Annex B – Basis of Payment**.
- (b) SACC Manual Clause A0220T (2014/06/26), Evaluation of Price – Bid
- (c) In the case of error in the extension of prices, the unit price will govern.
- (d) Substantiation of Professional Services Rates

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(e) Formulae in Pricing Tables

If the pricing tables 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.

4.4 Basis of Selection

- (a) The Basis of Selection is described in **Annex E** – Technical Procedures & Criteria.
- (b) One contract may be awarded in total as a result of this bid solicitation.
- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

The Contracting Authority will have the right to ask for additional information to verify 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 Precedent to Contract Award and Additional Information

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

(a) 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list available at the bottom of the page of 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>).

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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed **Annex G**, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(b) Professional Services Resources

- (i) By submitting a bid, the Bidder certifies that, if it is 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.
- (ii) By submitting a bid, 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.

- (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, 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. Failure to comply with the request may result in the bid being declared non-responsive.
- (iv) Should the proposed resource not be available when requested, a replacement resource with equal or better qualifications will be presented to VAC for review and approval.

(c) Certification of Language – English, Bilingual Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be

Unilingual English fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Bilingual fluent in both official languages of Canada (French and English) for the optional categories of Tester-Bilingual Level 1, Tester-Bilingual Level 2, Business Analyst-Bilingual Level 1 and Business Analyst-Bilingual Level 2. The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

(d) Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012/07/16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Veterans Affairs Canada.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Form and Content of draft Task Authorization:**
- (i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in **Annex D**.
- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
- (A) the task number;
- (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
- (C) the categories of resources and the number required;
- (D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
- (E) the start and completion dates;

- (F) any option(s) to extend initial end date (if applicable);
 - (G) milestone dates for deliverables and payments (if applicable);
 - (H) the number of person-days of effort required;
 - (I) whether the work requires on-site activities and the location;
 - (J) the language profile of the resources required;
 - (K) the level of security clearance required of resources;
 - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (M) any other constraints that might affect the completion of the task.
- (c) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Project Authority, within 10 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (d) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
To be validly issued, a TA must include the following signatures:
- (i) for any TA, inclusive of revisions, with a value less than or equal to \$300,000.00 (excluding Applicable Taxes), the TA must be signed by the Project Authority; and
 - (ii) for any TA with a value greater than this amount, a TA must be signed by the Project Authority and Contracting Authority.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.
- (e) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

- (a) In this clause,
- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and

- (ii) **"Minimum Contract Value"** means \$500,000.00
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

- (i) 2035 (2018/06/21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
 - 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
 - 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
- (b) **Supplemental General Conditions:**
The following Supplemental General Conditions:
-

- (i) 4002 (2010/08/16), Supplemental General Conditions - Software Development or Modification Services;
 - (ii) 4006 (2010/08/16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- apply to and form part of the Contract.

7.5 Security Requirement

The following security requirements (SRCL #6 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

Security Requirement for Canadian Supplier: Common-PS SRCL#6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).

7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 1 year(s) later; and
 - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 6-month period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
 - (ii) Canada 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.

7.7 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Lisa Martin
Title: Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch

Address: 1045 Main Street, unit 108
Moncton, NB E1C 1H1

Telephone: 506-962-5328
Facsimile: 506-851-6759
E-mail address: lisa.m.martin@pwgsc.gc.ca

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

(b) Project Authority

Details will be provided in any resulting contract

The Project Authority for the Contract is:

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Contractor's Representative (Offeror please complete)

Name: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

7.8 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.9 Payment

(a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in **Annex B**, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Travel and Living Expenses – National Joint Council Travel Directive:** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. All travel must have the prior authorization of the Project Authority.
Estimated Cost: \$25,000.00
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) Limitation of Expenditure – Cumulative Total of all Task Authorizations

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are **included** and Applicable Taxes are included

- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (A) when it is 75 percent committed, or
 - (B) 4 months before the contract expiry date, or
 - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
 - (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
 - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

 - (i) Visa Acquisition Card;
 - (ii) MasterCard Acquisition Card;
 - (iii) Direct Deposit (Domestic and International);
 - (iv) Electronic Data Interchange (EDI);
 - (v) Wire Transfer (International Only);
 - (vi) Large Value Transfer System (LVTS) (Over \$25M)
- (e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.
- (f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
 - (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.10 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Project Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

7.11 Certifications and Additional Information

- (a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation 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 Contract Period.

7.12 Federal Contractors Program for Employment Equity - Default by Contractor

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

7.13 Copyright In Material

- (a) In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.
- (b) Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
- (c) The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.
- (d) The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

7.14 Applicable Laws

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

7.15 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
 - (i) 4002 (2010/08/16), Supplemental General Conditions - Software Development or Modification Services;
 - (ii) 4006 (2010/08/16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2018/06/21), Higher Complexity - Services;
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Task Authorization Form
- (h) the validly issued Task Authorizations and any required certifications and
- (i) the Contractor's bid dated _____

7.16 Foreign Nationals (Canadian Contractor)

- (a) 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.

7.17 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006/06/16) Foreign Nationals (Foreign Contractor)

7.18 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor 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 the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
- (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.19 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's

trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
- (c) **Third Party Claims:**
- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
 - (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.20 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

7.21 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
- (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
 - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.22 Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.23 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.24 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.25 Implementation

- (a) **Implementation of Professional Services:** If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Project Authority that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

ANNEX A - STATEMENT OF WORK

(see attached)

ANNEX B – BASIS OF PAYMENT

(see attached)

ANNEX C – SECURITY REQUIREMENTS CHECKLIST

(see attached)

ANNEX D – TASK AUTHORIZATION FORM

(see attached)

ANNEX E – TECHNICAL EVALUATION PROCEDURES & CRITERIA

(see attached)

ANNEX F – BIDDER FORMS

(see attached)

**ANNEX G – FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY –
CERTIFICATON**

(see attached)

ANNEX H – ELECTRONIC INSTRUMENTS

(see attached)

ANNEX A - STATEMENT OF WORK

1.1 TITLE

Informatics Professional Services

1.2 BACKGROUND

The Information Technology, Information Management, Administration and Privacy Division (ITIMAP) of Veterans Affairs Canada (VAC) has a requirement for the provision of informatics professional services of various types, as summarized below, on an as and when requested basis to support, maintain and enhance the applications developed and supported by ITIMAP. One of ITIMAP's key roles is to deliver application development services to Veterans Affairs Canada.

Work will be carried out in the Charlottetown Area, Prince Edward Island. However, some work may be performed in other areas of Prince Edward Island, possibly involving co-location within other VAC offices or with non-technical VAC staff.

The Contractor must provide ITIMAP with a number of informatics specialists categorized as depicted in the table in Section 2.0. Several of the categories are mandatory while others are optional. The mandatory categories require a minimum of two (2) resources. The minimum number of resources per optional category is one. Through the Task Authorization process, the resources will provide services at Veterans Affairs Canada on an as and when requested basis.

1.3 OBJECTIVES

The objective is to establish a highly skilled resource pool of external resources with experience in Business Analysis, CRM Dynamics, AI-IBM Watson, PL/SQL, Java EE, Mobile & Web Development, Adobe Experience Manager (AEM)/LiveCycle, Application Testing, Project Management and Privacy Impact Assessments.

This resource pool will be used to augment the existing skilled resource base within ITIMAP to ensure consistent and timely delivery of systems development projects.

1.4 CONTRACTOR PRESENCE

The Contractor will be required to attend meetings in Charlottetown, PEI for the purpose of status reviews, deliverable(s) delivery, change requests, and Contract compliance meetings if necessary. The period between these meetings will be determined with the client, through the Task Authorization process.

1.5 NON-DISCLOSURE AGREEMENT

Any proposed resource may be required to sign a Government of Canada non-disclosure agreement while working on their project, which shall remain in effect until written release by the Project Authority.

ANNEX A - STATEMENT OF WORK

1.6 INFORMATION MANAGEMENT

Ownership and Control

All information (personal or otherwise) which is used, processed, handled, stored, and recorded by the Contractor for the purposes of fulfilling the requirements of the Contract, regardless of the format, medium, and physical characteristics, remains under the ownership and control of VAC. All applicable Federal legislations apply under all circumstances, even when such information is in the sole custody of the Contractor.

In accepting this contract, the Contractor acknowledges that VAC maintains ownership and control over all personal information and any other information that is collected, created, captured, received, used, processed, handled, stored, and recorded by the Contractor when fulfilling the requirements outlined in the Contract.

Upon delivery of the final requirements of the contract, the Contractor will ensure that all information referenced above is returned to the Project Authority.

*Information: Any documentary material produced in published and unpublished form regardless of communications source, information format, production mode or recording medium. Information resources include textual records (memos, reports, invoices, contracts, etc.), electronic records (e-mails, databases, internet, intranet, data, etc.), new communication media (instant messages, wikis, blogs, podcasts, etc.), publications (reports, books and magazines), films, sound recordings, photographs, documentary art, graphics, maps, and artifacts.

Access to Information

Records created by the Contractor, and under the control of Veterans Affairs Canada (VAC), are subject to the Access to Information (ATI) Act. The Contractor acknowledges the responsibilities of VAC under the ATI Act and must assist VAC in discharging these responsibilities.

Personnel Security

All Contractor resources shall possess a GoC personnel screening at a minimum of Reliability Status following Contract Award but prior to commencing work upon the Contract.

All Contractor resources that will need access to RCMP employees' information in an auditing or investigating capability shall have an RCMP Reliability Status (RRS) clearance prior to commencing work.

The Contractor shall ensure that all resources are in possession of the personnel screening. Those resources of the Contractor not in possession of the requisite personnel screening shall agree to be sponsored by VAC, following Contract Award, to obtain a valid Government of Canada Reliability Status before any work commences.

The Contractor shall ensure that any new/replacement resources possess a GoC

ANNEX A - STATEMENT OF WORK

personnel screening at a minimum of Reliability Status prior to commencing work upon the Contract.

Notification of Non-Compliance or Breach of Privacy and Security

The Contractor shall notify, in writing, the Project Authority, the Department and the Contracting Authority immediately of any reason it does not comply with the Privacy and Security provisions of the Contract in any respect. The Contractor shall promptly notify the Project Authority of the particulars of the non-compliance and what steps it proposes to take to address, or prevent recurrence of the non-compliance.

The Contractor shall notify the Project Authority immediately when it becomes aware of, an occurrence of breach of privacy or of the security requirements of the Contract. This includes but is not limited to:

- a) Unauthorized access to or modification of the personal information in its custody
- b) Unauthorized use of the personal information in its custody
- c) Unauthorized disclosure of the personal information in its custody
- d) A breach of privacy or security with respect to personal information in its custody or with respect to any computer system in its custody and that may be used to access personal information.

The Contractor shall work with the Department to achieve resolution and compliance with Government of Canada privacy and security requirements.

Handling of Personal Information

The Contractor acknowledges that Veterans Affairs Canada is bound by the Privacy Act with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the contract, and must not collect, use, copy, disclose, dispose of or destroy such personal information except in accordance with the Privacy Act and the delivery provisions of the contract.

All personal information is under the control of Veterans Affairs Canada, and the Contractor has no right in or to that information. The Contractor must deliver to the project authority all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the contract, within 30 days of the completion or termination of the contract, or at such earlier time as the project authority may request. Upon delivery of the personal information to the project authority, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

Non-Disclosure of Confidential Information

All information, whether technical, financial or otherwise, including without limitation all secret or confidential information belonging to Veterans Affairs Canada, in whatever form, shall be referred to in this Statement as "Confidential Information". Confidential Information is a valuable, special and unique asset belonging to Veterans Affairs

ANNEX A - STATEMENT OF WORK

Canada. The contractor agrees that it will not disclose Confidential Information belonging to VAC to any person, firm, corporation, association or any other entity for any reason or purpose whatsoever.

Requests for Information

Should the Contractor receive a request for information from a third party, relating to information in their custody for the purposes of this contract, the Contractor will advise the Project Authority. Following consultation with the VAC Access to Information and Privacy Coordinator, the Project Authority will provide the Contractor with guidance and direction on handling the request.

1.7 LOCATION

- 1.7.1 The work shall be performed at the client's site, subject to the discretion of the manager of the Task Authorization, who will be an official of ITIMAP. Equipment and facilities on-site will be provided by the manager of the Task Authorization.
- 1.7.2 In the event that the manager of the Task Authorization permits work off-site, equipment and facilities shall be the responsibility of the Contractor.
- 1.7.3 The ITIMAP Division will provide physical access to the work location, within the bounds of the client's and the Government's current security policies and requirements.
- 1.7.4 On an exceptional basis, there may be an occasional requirement for the Contractor's resources to travel. Only under exceptional circumstances, and with the explicit approval of the Project Authority, will travel occur. In these instances, the Contractor will be reimbursed, as per the National Joint Council Travel Directive, for authorized travel and living expenses.
All travel outside of Prince Edward Island must have the prior authorization of the Project Authority.

1.8 Language Requirement

The proposed individuals must be fluent in English. Fluent in English means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

For the optional categories of Tester - Bilingual - Level 1, Tester - Bilingual - Level 2, Business Analyst – Bilingual – Level 1 and Business Analyst – Bilingual – Level 2 under reference codes 2.2.12, 2.2.13, 2.2.22 and 2.2.23, the proposed individuals must be fluent in both English and French. Fluent in French means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

ANNEX A - STATEMENT OF WORK

2.0 SCOPE OF WORK

The Contractor must provide resources whose qualifications fall within the following categories. Each category is explained in more detail in section 2.1 and 2.2. Please note that several of the categories are mandatory. Each mandatory category requires a minimum of two (2) resources to be assigned. The optional categories require a minimum of one (1) resource to be awarded additional points.

Through the Task Authorization (TA) process, the resource(s) will carry out the identified TA deliverables at Veterans Affairs Canada on an as and when requested basis.

Ref. Code	Resource Category	Full Name	Mandatory
2.1.1	A.1	Application/Software Architect - <u>Adobe Experience Manager (AEM) / LiveCycle</u> - Level 1	Y
2.1.2	A.7	Programmer/Analyst - <u>Adobe Experience Manager (AEM) / LiveCycle</u> - Level 2	Y
2.1.3	A.7	Programmer/Analyst – <u>PL / SQL</u> - Level 1	Y
2.1.4	A.7	Programmer/Analyst – <u>Java EE</u> - Level 1	Y
2.1.5	A.7	Programmer/Analyst – <u>Java EE</u> - Level 2	Y
2.1.6	A.7	Programmer/Analyst – <u>Mobile Development</u> - Level 1	Y
2.1.7	A.7	Programmer/Analyst – <u>IBM Watson</u> - Level 2	Y
2.1.8	A.7	Programmer/Analyst – <u>CRM Dynamics</u> - Level 1	Y
2.1.9	A.7	Programmer/Analyst – <u>CRM Dynamics</u> - Level 2	Y
2.1.10	A.1	Application/Software Architect – <u>AI Data Architect</u> - Level 1	Y
2.1.11	A.11	Tester - Level 1	Y
2.1.12	A.11	Tester - Level 2	Y
2.1.13	A.14	Web Developer - Level 1	Y
2.1.14	A.14	Web Developer - Level 2	Y
2.1.15	B.1	Business Analyst - Level 1	Y
2.1.16	B.1	Business Analyst - Level 2	Y

ANNEX A - STATEMENT OF WORK

2.1.17	C.16	PIA Specialist - Level 1	Y
2.1.18	P.9	Project Manager - Level 1	Y
2.2.1	A.1	Application/Software Architect - Level 1	N
2.2.2	A.1	Application/Software Architect - Level 2	N
2.2.3	A.3	ERP Programmer Analyst - <u>PeopleSoft</u> - Level 1	N
2.2.4	A.3	ERP Programmer Analyst - <u>SAP</u> - Level 1	N
2.2.5	A.7	Programmer / Analyst - <u>C++</u> - Level 1	N
2.2.6	A.7	Programmer / Analyst – Business Intelligence - Level 1	N
2.2.7	A.7	Programmer / Analyst - <u>PowerBuilder</u> - Level 1	N
2.2.8	A.7	Programmer / Analyst - <u>PowerBuilder</u> - Level 2	N
2.2.9	A.7	Programmer / Analyst – <u>Microsoft .NET</u> – Level 1	N
2.2.10	A.7	Programmer / Analyst – <u>Microsoft .NET</u> – Level 2	N
2.2.11	A.7	Programmer / Analyst – <u>PL / SQL</u> – Level 2	N
2.2.12	A.11	Tester - <u>Bilingual</u> - Level 1	N
2.2.13	A.11	Tester - <u>Bilingual</u> - Level 2	N
2.2.14	A.11	Tester – <u>Regression/IFT</u> - Level 1	N
2.2.15	A.11	Tester – <u>Regression/IFT</u> - Level 2	N
2.2.16	A.11	Tester – <u>Performance</u> - Level 1	N
2.2.17	A.12	Web Architect - Level 1	N
2.2.18	A.12	Web Architect - Level 2	N
2.2.19	A.15	Web Graphics Designer - Level 1	N
2.2.20	A.15	Web Graphics Designer - Level 2	N
2.2.21	A.16	Web Multi-media Content Consultant - Level 1	N
2.2.22	B.1	Business Analyst – <u>Bilingual</u> - Level 1	N
2.2.23	B.1	Business Analyst – <u>Bilingual</u> - Level 2	N
2.2.24	B.5	Business Process Re-engineering (BPR) Consultant - Level 2	N
2.2.25	B.11	Instructor – Level 2	N
2.2.26	B.14	Technical Writer - Level 1	N

ANNEX A - STATEMENT OF WORK

2.2.27	P.6	Project Administrator - Level 1	N
2.2.28	P.7	Project Coordinator - Level 1	N

2.1 MANDATORY CATEGORIES

2.1.1 A.1 Application/Software Architect - Adobe Experience Manager (AEM) / LiveCycle - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
- Identify the policies and requirements that drive out a particular solution.
- Analyze and evaluate alternative technology solutions to meet business problems.
- Ensures the integration of all aspects of technology solutions.
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
- Analyze functional requirements to identify information, procedures and decision flows.
- Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary.
- Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems.
- Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.
- Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.

2.1.2 A.7 Programmer/Analyst - Adobe Experience Manager (AEM) / LiveCycle - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

ANNEX A - STATEMENT OF WORK

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.1.3 A.7 Programmer/Analyst - PL/SQL - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.1.4 A.7 Programmer/Analyst – Java EE - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-systems

ANNEX A - STATEMENT OF WORK

of larger systems.

- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.1.5 A.7 Programmer/Analyst – Java EE - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.1.6 A.7 Programmer/Analyst – Mobile Development - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

ANNEX A - STATEMENT OF WORK

2.1.7 A.7 Programmer/Analyst – IBM Watson - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.1.8 A.7 Programmer/Analyst – CRM Dynamics - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
 - Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.1.9 A.7 Programmer/Analyst – CRM Dynamics - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

ANNEX A - STATEMENT OF WORK

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-systems of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.1.10 A.1 Application/Software Architect – AI Data Architect - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop data architectures and strategies, either for an organization or for a major application area, to meet the business and application requirements.
- Identify the policies and requirements that drive out a particular solution.
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
- Use data for business decision-making.
- Apply machine learning and data mining to different types of data.
- Design algorithms which will be used as part of the analyses of data collections.
- Assemble, organize, transform and analyze data collections.
- Create system documentation as required.

2.1.11 A.11 Tester - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Test planning and coordination.
- Supervision of testing in accordance with the plan.
- Management and monitoring of test plans for all levels of testing.
- Management of walkthroughs and reviews related to testing and implementation readiness.
- Status reporting.

ANNEX A - STATEMENT OF WORK

- Development of test scenarios and test scripts.
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment.
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure.
- Establishing a validation and verification capability which assumes functional and performance compliance.

2.1.12 A.11 Tester - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Test planning and coordination.
- Supervision of testing in accordance with the plan.
- Management and monitoring of test plans for all levels of testing.
- Management of walkthroughs and reviews related to testing and implementation readiness.
- Status reporting.
- Development of test scenarios and test scripts.
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment.
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure.
 - Establishing a validation and verification capability which assumes functional and performance compliance

ANNEX A - STATEMENT OF WORK

2.1.13 A.14 Web Developer - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop and prepare diagrammatic plans for web based service delivery over the internet.
- Analyze the problems outlined by systems analysts/designers in terms of such factors as style and extent of information to be transferred across the internet.
- Select and use the best available web development tools for linking the internet based client to the departmental back end information delivery programs and databases.
- Design high-usability web pages to meet the requirement.
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel.
- Correct program errors by revising instructions or altering the sequence of operations.
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

2.1.14 A.14 Web Developer - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Develop and prepare diagrammatic plans for web based service delivery over the internet.
- Analyze the problems outlined by systems analysts/designers in terms of such factors as style and extent of information to be transferred across the internet.
- Select and use the best available web development tools for linking the internet based client to the departmental back end information delivery programs and databases.
- Design high-usability web pages to meet the requirement.
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel.
- Correct program errors by revising instructions or altering the sequence of operations.
- Test instructions, and assemble specifications, flow charts, diagrams, layouts,

ANNEX A - STATEMENT OF WORK

programming and operating instructions to document applications for later modification or reference.

2.1.15 B.1 Business Analyst - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop and document statements of requirements for considered alternatives.
- Perform business analyses of functional requirements to identify information, procedures, and decision flows.
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
- Develop data dictionary.
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes.
- Establish acceptance test criteria with client.
- Support and use the selected departmental methodologies.
- Plans, coordinates, conducts and documents user acceptance testing.

2.1.16 B.1 Business Analyst - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Develop and document statements of requirements for considered alternatives.
- Perform business analyses of functional requirements to identify information, procedures, and decision flows.
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
- Develop data dictionary.
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of

ANNEX A - STATEMENT OF WORK

action. Identify the modifications to the automated processes.

- Establish acceptance test criteria with client.
- Support and use the selected departmental methodologies.
- Develop and/or coordinate production and compilation of training materials.
- Develop training plans.
- Conduct and facilitate training.
- Plans, coordinates, conducts and documents user acceptance testing.

2.1.17 C.16 PIA Specialist - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

Review, analyze, and/or apply:

- Treasury Board Privacy Impact Assessment Policy and Guidelines
- Federal Privacy Act and Regulations
- Treasury Board Privacy and Data Protection Policy
- Personal Information Protection and Electronic Documents Act (PIPEDA)
- GC IT/IM policies and guidelines
- Government On-Line (GOL) initiatives
- Secure Channel Network including its technical and business processes and service offerings
- IT Security practices and principles
- IT Security technological solutions

Conduct privacy impact assessments (PIAs) and preliminary privacy impact assessments (PPIAs) of projects and concepts, in accordance with the requirements of:

- Treasury Board Privacy Impact Assessment Policy
- Treasury Board Privacy Impact Assessment Policy Guidelines
- Other relevant standards, procedures and guidelines
- Analyze the flow of information using the PIA model provided by the client
- Conduct privacy analysis to provide evidence of compliance with privacy principles and to identify privacy risks
- Develop Privacy Risk Management Plans
- Develop recommendations as to possible privacy risk mitigation strategies
- Complete task directly supporting the departmental IT Security and Cyber Protection Program
- Develop and deliver training material relevant to the resource category

ANNEX A - STATEMENT OF WORK

2.1.18 P.9 Project Manager - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Manage several Project Managers, each responsible for an element of the project and its associated project team.
- Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
- Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team.
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
- Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved.
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools.
- Project sign-off.

2.2 OPTIONAL CATEGORIES

2.2.1 A.1 Application/Software Architect - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
- Identify the policies and requirements that drive out a particular solution.
- Analyze and evaluate alternative technology solutions to meet business problems.
- Ensures the integration of all aspects of technology solutions.
- Monitor industry trends to ensure that solutions fit with government and industry

ANNEX A - STATEMENT OF WORK

directions for technology.

- Analyze functional requirements to identify information, procedures and decision flows.
- Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary.
- Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems.
- Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.
- Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.

2.2.2 A.1 Application/Software Architect - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
- Identify the policies and requirements that drive out a particular solution.
- Analyze and evaluate alternative technology solutions to meet business problems.
- Ensures the integration of all aspects of technology solutions.
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
- Analyze functional requirements to identify information, procedures and decision flows.
- Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary.
- Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems.
- Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.
- Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.

ANNEX A - STATEMENT OF WORK

2.2.3 A.3 ERP Programmer Analyst - PeopleSoft - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop low-level detailed requirements, programming, and systems development of ERP Systems.
- System testing and implementation.

2.2.4 A.3 ERP Programmer Analyst - SAP - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop low-level detailed requirements, programming, and systems development of ERP Systems.
- System testing and implementation.

2.2.5 A.7 Programmer/Analyst - C++ - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

ANNEX A - STATEMENT OF WORK

2.2.6 A.7 Programmer/Analyst – Business Intelligence - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.2.7 A.7 Programmer/Analyst - PowerBuilder - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications

2.2.8 A.7 Programmer/Analyst - PowerBuilder - Level 2

Level 2: 5 - < 10 years of experience

Responsibilities could include but are not limited to:

ANNEX A - STATEMENT OF WORK

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications

2.2.9 A.7 Programmer/Analyst – Microsoft .NET - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.2.10 A.7 Programmer/Analyst – Microsoft .NET - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of

ANNEX A - STATEMENT OF WORK

larger systems.

- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.2.11 A.7 Programmer/Analyst – PL/SQL - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Create and modify code and software.
- Create and modify screens and reports.
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications.
- Design methods and procedures for small computer systems, and sub-system of larger systems.
- Develop, test and implement small computer systems, and sub-systems of larger systems.
- Produce forms, manuals, programs, data files, and procedures for systems and/or applications.

2.2.12 A.11 Tester - Bilingual - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Test planning and coordination.
- Supervision of testing in accordance with the plan.
- Management and monitoring of test plans for all levels of testing.
- Management of walkthroughs and reviews related to testing and implementation readiness.
- Status reporting.
- Development of test scenarios and test scripts.
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment.
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
- Establishing and operating "interoperability" testing procedures to ensure that the

ANNEX A - STATEMENT OF WORK

interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. for performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure.

- Establishing a validation and verification capability which assumes functional and performance compliance.

2.2.13 A.11 Tester - Bilingual - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Test planning and coordination.
- Supervision of testing in accordance with the plan.
- Management and monitoring of test plans for all levels of testing.
- Management of walkthroughs and reviews related to testing and implementation readiness.
- Status reporting.
- Development of test scenarios and test scripts.
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment.
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure.
- Establishing a validation and verification capability which assumes functional and performance compliance

2.2.14 A.11 Tester – Regression/IFT - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Test planning and coordination.
- Supervision of testing in accordance with the plan.
- Management and monitoring of test plans for all levels of testing.
- Management of walkthroughs and reviews related to testing and implementation

ANNEX A - STATEMENT OF WORK

readiness.

- Status reporting.
- Development of test scenarios and test scripts.
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment.
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. for performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure.
- Establishing a validation and verification capability which assumes functional and performance compliance.

2.2.15 A.11 Tester – Regression/IFT - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Test planning and coordination.
- Supervision of testing in accordance with the plan.
- Management and monitoring of test plans for all levels of testing.
- Management of walkthroughs and reviews related to testing and implementation readiness.
- Status reporting.
- Development of test scenarios and test scripts.
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment.
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure.
- Establishing a validation and verification capability which assumes functional and performance compliance

ANNEX A - STATEMENT OF WORK

2.2.16 A.11 Tester – Performance - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Test planning and coordination.
- Supervision of testing in accordance with the plan.
- Management and monitoring of test plans for all levels of testing.
- Management of walkthroughs and reviews related to testing and implementation readiness.
- Status reporting.
- Development of test scenarios and test scripts.
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment.
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. for performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure.
- Establishing a validation and verification capability which assumes functional and performance compliance.

2.2.17 A.12 Web Architect- Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Define architecture to be used in web-based projects.
- Perform architectural modeling to ensure consistency of the design with existing work.
- Select the development language to be used for the project.
- Assess the impact of the new requirements on existing web applications.
- Develop code based upon design and requirements documents.
- Write code to write to and read from the database.
- Unit test the code prior to releasing it for integration testing.
- Monitor the need for architectural changes as the project progresses.
- Develop test plans for testing the system.
- Ensure functionalities have been implemented according to specifications.

ANNEX A - STATEMENT OF WORK

- Define assumptions and constraints of architecture with regard to physical structure and data collection.
- Develop post-implementation plan for monitoring/tracking architecture stability.

2.2.18 A.12 Web Architect- Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Define architecture to be used in web-based projects.
- Perform architectural modeling to ensure consistency of the design with existing work.
- Select the development language to be used for the project.
- Assess the impact of the new requirements on existing web applications.
- Develop code based upon design and requirements documents.
- Write code to write to and read from the database.
- Unit test the code prior to releasing it for integration testing.
- Monitor the need for architectural changes as the project progresses.
- Develop test plans for testing the system.
- Ensure functionalities have been implemented according to specifications.
- Define assumptions and constraints of architecture with regard to physical structure and data collection.
- Develop post-implementation plan for monitoring/tracking architecture stability.

2.2.19 A.15 Web Graphics Designer- Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create web pages including graphic design.
- Develop and implement usability tests, analyses result and modify design accordingly.
- Develop flowcharts (web site flow maps) depicting navigation and content.
- Develop line drawings or block diagrams illustrating the priority of information, links, navigation and space requirements.
- Develop content diagrams showing the interactive connection between pages.
- Develop interactive prototypes showing basic form and functionality used for both usability testing and presentations.

ANNEX A - STATEMENT OF WORK

2.2.20 A.15 Web Graphics Designer- Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Create web pages including graphic design.
- Develop and implement usability tests, analyses result and modify design accordingly.
- Develop flowcharts (web site flow maps) depicting navigation and content.
- Develop line drawings or block diagrams illustrating the priority of information, links, navigation and space requirements.
- Develop content diagrams showing the interactive connection between pages.
- Develop interactive prototypes showing basic form and functionality used for both usability testing and presentations.

2.2.21 A.16 Web Multi-media Content Consultant – Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Create web pages including multi-media design.
- Develop and implement usability tests, analyse results and modify design accordingly.
- Develop flowcharts (web site flow maps) depicting navigation and basic content.
- Develop line drawings or block diagrams illustrating the priority of information, links, navigation and space requirements.
- Develop content diagrams showing the interactive connection between web pages.
- Develop interactive prototypes showing basic form and functionality used for both usability testing and presentations.

2.1.22 B.1 Business Analyst - Bilingual - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Develop and document statements of requirements for considered alternatives.
- Perform business analyses of functional requirements to identify information,

ANNEX A - STATEMENT OF WORK

procedures, and decision flows.

- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
- Develop data dictionary.
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes.
- Establish acceptance test criteria with client.
- Support and use the selected departmental methodologies.

2.1.23 B.1 Business Analyst - Bilingual - Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Develop and document statements of requirements for considered alternatives.
- Perform business analyses of functional requirements to identify information, procedures, and decision flows.
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
- Develop data dictionary.
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes.
- Establish acceptance test criteria with client.
- Support and use the selected departmental methodologies.

2.2.24 B.5 Business Process Re-engineering (BPR) Consultant – Level 2

Level 2: 5- < 10 years of experience

Responsibilities could include but are not limited to:

- Review existing work processes and organizational structure.

ANNEX A - STATEMENT OF WORK

- Analyze business functional requirements to identify information, procedures and decision flows.
- Identify candidate processes for re-design; prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes.
- Provide expert advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.
- Provide expert advice in developing and integrating process and information models between processes to eliminate information and process redundancies.
- Identify and recommend new processes and organizational structures.
- Provide expert advice on and/or assist in implementing new processes and organizational changes.
- Document workflows.
- Use business, workflow and organizational modeling software tools.

2.2.25 B.11 Instructor - Level 2

Level 1: 5 - < 10 years of experience

Responsibilities could include but are not limited to:

- Assess the relevant characteristics of a target audience.
- Prepare end-users for implementation of courseware materials.
- Conduct training courses.
- Communicate effectively by visual, oral, and written form with individuals, small groups, and in front of large audiences.

2.2.26 B.14 Technical Writer - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Document help text, user manuals, technical documentation, web page content, etc.
- Review documentation standards and the existing project documentation.
- Determine documentation requirements and makes plans for meeting them.
- Gather information concerning the features and functions provided by the developers.
- Assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each.

ANNEX A - STATEMENT OF WORK

- Develop a table of content for each document/manual and write or edit the required content.
- Investigate the accuracy of the information collected by making direct use of the material being documented.
- Prepare or coordinate the preparation of any required illustrations and diagrams.
- Design the layout of the documents/manuals.
- Use word-processing, desk-top publishing and graphics software packages to produce final camera-ready copy.

2.2.27 P.6 Project Administrator – Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Assist project management and data processing professionals, technical users and end users in simple routine tasks.
- Provide administrative and technical support of a clerical nature as required to projects.
- Assist in performing such tasks as maintaining project documentation and application/system libraries.
- Acts as the first point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems.
- Tracks project change requests.
- Maintain and updates relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence.
- Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work.
- Communicates with project management and data processing professionals, technical users and end users on administrative matters related to the project.

2.2.28 P.7 Project Coordinator - Level 1

Level 1: < 5 years of experience

Responsibilities could include but are not limited to:

- Assist project management and data processing professionals, technical users and end users in project coordination and synchronization tasks.

ANNEX A - STATEMENT OF WORK

- Provide administrative and technical support of a clerical nature as required to a project team.
- Assist in performing such tasks as maintaining project documentation and application/system libraries.
- Act as the first or single point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems.
- Track project change requests.
- Maintain and updates relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence.
- Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work.
- Communicate with project management and data processing professionals, technical users and end users on administrative matters related to the project.

Annex B - Basis of Payment

The tables below outline the "Estimated days per Year" that will be used for the evaluation process only, and is not intended to estimate the actual utilization under the contract.

The estimated days per year was derived by the calculation of 260 days per year less 11 holidays, arriving at a total of 249 days. The estimated days per year for each category represents the estimated utilization and may be performed by numerous resources. For example, the category of "Programmer / Analyst – Java EE" at 249 days may be 2 resources, with overlapping periods, totaling 249 days.

For the first year of the contract, Veterans Affairs guarantees a minimum commitment of \$500,000 and a maximum of \$8,500,000 million dollars. For each six (6) month option period to extend, Veterans Affairs guarantees a minimum commitment of \$250,000 and a maximum of \$4,250,000 million dollars.

A. Initial Contract Period – Date of Contract Award for Period of One Year

Resource Category	(A) Level of Expertise	(B) Estimated days per year	(C) Firm Per Diem Rate	(D) Total Cost (B x C)
A.1 Application/Software Architect – <u>Adobe Experience Manager (AEM) LiveCycle</u>	1	249	\$	\$
A.7 Programmer/Analyst - <u>Adobe Experience Manager (AEM) / LiveCycle</u>	2	249	\$	\$
A.7 Programmer/Analyst - <u>PL / SQL</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>Java EE</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>Java EE</u>	2	249	\$	\$
A.7 Programmer/Analyst – <u>Mobile Development</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>IBM Watson</u>	2	249	\$	\$
A.7 Programmer/Analyst – <u>CRM Dynamics</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>CRM Dynamics</u>	2	249	\$	\$
A.7 Application/Software Architect – <u>AI Data Architect</u>	1	249	\$	\$
A.11 Tester	1	100	\$	\$
A.11 Tester	2	249	\$	\$
A.14 Web Developer	1	150	\$	\$
A.14 Web Developer	2	249	\$	\$
B.1 Business Analyst	1	100	\$	\$
B.1 Business Analyst	2	249	\$	\$
C.16 PIA Specialist	1	100	\$	\$
P.9 Project Manager	1	100	\$	\$
A.1 Application/Software Architect	1	100	\$	\$

Basis of Payment

Resource Category	(A) Level of Expertise	(B) Estimated days per year	(C) Firm Per Diem Rate	(D) Total Cost (B x C)
A.1 Application/Software Architect	2	100	\$	\$
A.3 ERP Programmer Analyst - <u>PeopleSoft</u>	1	50	\$	\$
A.3 ERP Programmer Analyst - <u>SAP</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>C++</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>Business Intelligence</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>PowerBuilder</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>PowerBuilder</u>	2	50	\$	\$
A.7 Programmer / Analyst - <u>Microsoft.NET</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>Microsoft.NET</u>	2	50	\$	\$
A.7 Programmer / Analyst - <u>PL/SQL</u>	2	50	\$	\$
A.11 Tester - <u>Bilingual</u>	1	100	\$	\$
A.11 Tester - <u>Bilingual</u>	2	100	\$	\$
A.11 Tester - <u>Regression/IFT</u>	1	100	\$	\$
A.11 Tester - <u>Regression/IFT</u>	2	100	\$	\$
A.11 Tester - <u>Performance</u>	1	100	\$	\$
A.12 Web Architect	1	100	\$	\$
A.12 Web Architect	2	100	\$	\$
A.15 Web Graphics Designer	1	50	\$	\$
A.15 Web Graphics Designer	2	50	\$	\$
A.16 Web Multi-media Content Consultant	1	50	\$	\$
B.1 Business Analyst - <u>Bilingual</u>	1	50	\$	\$
B.1 Business Analyst - <u>Bilingual</u>	2	100	\$	\$
B.5 Business Process Re-engineering (BPR) Consultant	2	100	\$	\$
B.11 Instructor	2	100	\$	\$
B.14 Technical Writer	1	100	\$	\$
P.6 Project Administrator	1	50	\$	\$
P.7 Project Coordinator	1	50	\$	\$
Total Estimated Cost (Applicable Taxes Extra)				\$

Annex B - Basis of Payment

B. Year # 2 (two 6-month options)

Resource Category	(A) Level of Expertise	(B) Estimated days per year	(C) Firm Per Diem Rate	(D) Total Cost (B x C)
A.1 Application/Software Architect – <u>Adobe Experience Manager (AEM) LiveCycle</u>	1	249	\$	\$
A.7 Programmer/Analyst - <u>Adobe Experience Manager (AEM) / LiveCycle</u>	2	249	\$	\$
A.7 Programmer/Analyst - <u>PL / SQL</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>Java EE</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>Java EE</u>	2	249	\$	\$
A.7 Programmer/Analyst – <u>Mobile Development</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>IBM Watson</u>	2	249	\$	\$
A.7 Programmer/Analyst – <u>CRM Dynamics</u>	1	100	\$	\$
A.7 Programmer/Analyst – <u>CRM Dynamics</u>	2	249	\$	\$
A.7 Application/Software Architect – <u>AI Data Architect</u>	1	249	\$	\$
A.11 Tester	1	100	\$	\$
A.11 Tester	2	249	\$	\$
A.14 Web Developer	1	150	\$	\$
A.14 Web Developer	2	249	\$	\$
B.1 Business Analyst	1	100	\$	\$
B.1 Business Analyst	2	249	\$	\$
C.16 PIA Specialist	1	100	\$	\$
P.9 Project Manager	1	100	\$	\$
A.1 Application/Software Architect	1	100	\$	\$
A.1 Application/Software Architect	2	100	\$	\$
A.3 ERP Programmer Analyst - <u>PeopleSoft</u>	1	50	\$	\$
A.3 ERP Programmer Analyst - <u>SAP</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>C++</u>	1	50	\$	\$
A.7 Programmer / Analyst – <u>Business Intelligence</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>PowerBuilder</u>	1	50	\$	\$
A.7 Programmer / Analyst - <u>PowerBuilder</u>	2	50	\$	\$
A.7 Programmer / Analyst – <u>Microsoft.NET</u>	1	50	\$	\$
A.7 Programmer / Analyst – <u>Microsoft.NET</u>	2	50	\$	\$
A.7 Programmer / Analyst – <u>PL/SQL</u>	2	50	\$	\$
A.11 Tester - <u>Bilingual</u>	1	100	\$	\$

Basis of Payment

Resource Category	(A) Level of Expertise	(B) Estimated days per year	(C) Firm Per Diem Rate	(D) Total Cost (B x C)
A.11 Tester - <u>Bilingual</u>	2	100	\$	\$
A.11 Tester – <u>Regression/IFT</u>	1	100	\$	\$
A.11 Tester – <u>Regression/IFT</u>	2	100	\$	\$
A.11 Tester – <u>Performance</u>	1	100	\$	\$
A.12 Web Architect	1	100	\$	\$
A.12 Web Architect	2	100	\$	\$
A.15 Web Graphics Designer	1	50	\$	\$
A.15 Web Graphics Designer	2	50	\$	\$
A.16 Web Multi-media Content Consultant	1	50	\$	\$
B.1 Business Analyst - <u>Bilingual</u>	1	50	\$	\$
B.1 Business Analyst - <u>Bilingual</u>	2	100	\$	\$
B.5 Business Process Re-engineering (BPR) Consultant	2	100	\$	\$
B.11 Instructor	2	100	\$	\$
B.14 Technical Writer	1	100	\$	\$
P.6 Project Administrator	1	50	\$	\$
P.7 Project Coordinator	1	50	\$	\$
Total Estimated Cost (Applicable Taxes Extra)				\$

Total Evaluated Price = Total Estimated Cost Initial Contract + Total Estimated Cost for All Option Periods.

Note:

- The estimated days per year is calculated based on 260 business days per year less 11 holidays.
- For the purposes of evaluation, if there are no resources proposed for the optional categories, the following matrix will be used to determine the 'Firm per Diem Rate' for the optional categories:

Optional Category	Maps to	Mandatory Category
A.1 Application /Software Architect – Level 1	→	A.1 Application/Software Architect - <u>Adobe Experience Manager (AEM) / LiveCycle</u> - Level 1
A.1 Application /Software Architect – Level 2	→	A.1 Application/Software Architect - <u>Adobe Experience Manager (AEM) / LiveCycle</u> - Level 1
A.3 ERP Programmer Analyst - <u>PeopleSoft</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.3 ERP Programmer Analyst - <u>SAP</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1

Annex B - Basis of Payment

A.7 Programmer / Analyst - <u>C++</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.7 Programmer / Analyst – Business Intelligence - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.7 Programmer / Analyst - <u>PowerBuilder</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.7 Programmer / Analyst - <u>PowerBuilder</u> - Level 2	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.7 Programmer / Analyst – <u>Microsoft .NET</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.7 Programmer / Analyst – <u>Microsoft .NET</u> - Level 2	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.7 Programmer / Analyst – <u>PL/SQL</u> - Level 2	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.11 Tester - <u>Bilingual</u> - Level 1	→	A.11 Tester - Level 1
A.11 Tester - <u>Bilingual</u> - Level 2	→	A.11 Tester - Level 2
A.11 Tester – <u>Regression/IFT</u> - Level 1	→	A.11 Tester - Level 1
A.11 Tester – <u>Regression/IFT</u> - Level 2	→	A.11 Tester - Level 2
A.11 Tester – <u>Performance</u> - Level 1	→	A.11 Tester - Level 1
A.12 Web Architect - Level 1	→	A.14 Web Developer - Level 1
A.12 Web Architect - Level 2	→	A.14 Web Developer - Level 2
A.15 Web Graphics Designer - Level 1	→	A.14 Web Developer - Level 1
A.15 Web Graphics Designer - Level 2	→	A.14 Web Developer - Level 2
A.16 Web Multi-media Content Consultant - Level 1	→	A.14 Web Developer - Level 1
B.1 Business Analyst - <u>Bilingual</u> - Level 1	→	B.1 Business Analyst - Level 1
B.1 Business Analyst - <u>Bilingual</u> - Level 2	→	B.1 Business Analyst - Level 2
B.5 Business Process Re-engineering (BPR) Consultant - Level 2	→	B.1 Business Analyst - Level 2
B.11 Instructor – Level 2	→	A.11 Tester - Level 1
B.14 Technical Writer	→	A.11 Tester - Level 1
P.6 Project Administrator - Level 1	→	A.11 Tester - Level 1
P.7 Project Coordinator - Level 1	→	A.11 Tester - Level 1

Annex C



Government of Canada

Gouvernement du Canada

Contract number 51019-18-4012
Security Classification

Security Requirements Check List (SRCL)

PART A - CONTRACT INFORMATION		
1. Originating Government Department or Organization Veterans Affairs Canada		2. Branch or Directorate ITIMAP
3. a) Subcontract number	3. b) Name and address of Subcontractor	
4. Brief description of work Informatics Professional Services		
5. a) Will the supplier require access to Controlled Goods?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Indicate the type of access required		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c)		<i>IC</i> No <input checked="" type="checkbox"/> Yes
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.		<input checked="" type="checkbox"/> No <i>IC</i> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access		
Canada <input checked="" type="checkbox"/>	NATO <input type="checkbox"/>	Foreign <input type="checkbox"/>
7. b) Release restrictions		
No release restrictions <input checked="" type="checkbox"/>	All NATO countries <input type="checkbox"/>	No release restrictions <input type="checkbox"/>
Not releasable <input type="checkbox"/>		
Restricted to: <input type="checkbox"/>	Restricted to: <input type="checkbox"/>	Restricted to: <input type="checkbox"/>
Specify country(ies):	Specify country(ies):	Specify country(ies):
7. c) Level of information		
PROTECTED A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B <input checked="" type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRE <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>

Security Classification

Annex C



Government of Canada

Gouvernement du Canada

Contract number 5109-18-4012
Security Classification

PART A (continued)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes

If Yes, indicate the level of sensitivity:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? No Yes

Short Title(s) of material:

Document Number:

PART B - PERSONNEL (SUPPLIER)

10. a) Personnel security screening level required

- RELIABILITY STATUS
 CONFIDENTIAL
 SECRET
 TOP SECRET
 TOP SECRET - SIGINT
 NATO CONFIDENTIAL
 NATO SECRET
 COSMIC TOP SECRET
 SITE ACCESS

Special comments:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

10. b) May unscreened personnel be used for portions of the work? No Yes

If Yes, will unscreened personnel be escorted? No Yes

PART C - SAFEGUARDS (SUPPLIER)

INFORMATION/ASSETS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? No Yes

11. b) Will the supplier be required to safeguard COMSEC information or assets? No Yes

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? No Yes

INFORMATION TECHNOLOGY (IT) MEDIA

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? No Yes

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes

Annex C



Government of Canada / Gouvernement du Canada

Contract number 51019-18-4012
Security Classification

PART C - (continued)

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.

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

SUMMARY CHART

Category	PROTECTED			CLASSIFIED			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information/Assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No Yes

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

12. b) Will the documentation attached to the SRCL be PROTECTED and/or CLASSIFIED? No Yes

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).

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

A. Description de tâche des travaux requis :

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

ANNEX E - TECHNICAL EVALUATION PROCEDURES & CRITERIA

G.1 GENERAL EVALUATION PROCEDURES

1. To be considered responsive, a proposal must:
 - a) Meet all the mandatory requirements of this solicitation; and
 - b) Obtain, for the technical evaluation criteria which are subject to point rating, the required minimum of 60 percent of the points for each resource category and obtain the required minimum 70 percent of the total score for all resource categories combined. (There is no minimum number of points required for the Point Rated Corporate Requirements.)

Proposals not meeting a) or b) above will be given no further consideration. Neither the responsive proposal that scores the highest number of rated points nor the one that contains the lowest price will necessarily be accepted. The selection of the contractor will be determined by a 60/40 ratio of technical score and price, respectively. The lowest priced technical responsive proposal is allocated the maximum points of 40 and other price proposals are prorated accordingly. Technical scores are prorated against the total possible score of 60 points. The proposal with the highest total score, when adding the technical points and the price points, is considered as the proposal representing the best value, and will be recommended for award of a contract.

Example of Best Value Determination:

Bidders should be aware that the figures provided in the following example bear no relationship to the expectations of cost, bid prices, or the expected budget associated with these future requirements.

Calculations will be made by using a method of Highest Combined Point Rated Score, with 60% weight on point rated score, and 40% weight on cost/price score.

Calculation Data:	Point Rated Score	Bidder Quote Price
Bidder 1	*88/100	\$60,000
Bidder 2	82/100	\$55,000
Bidder 3	76/100	**\$50,000

ANNEX E - TECHNICAL EVALUATION PROCEDURES & CRITERIA

Final Calculation:	Point Rated Score	Price Score	TOTAL POINTS
Bidder 1	88/88* X 60 = 60	**50/60 X 40 = 33.33	93.30
Bidder 2	82/88 X 60 = 55.91	**50/55 X 40 = 36.36	92.27
Bidder 3	76/88* X 60 = 51.82	**50/50 X 40 = 40	91.82

For the purposes of this example, assume that three responsive bids have been received, and that the maximum score which can be obtained is 100 points. The highest point rated proposal, and lowest priced proposal would receive the full percentage points possible (i.e., 60 and 40 respectively), with the scores of other proposals being pro-rated accordingly. Based on this example, contract award would be recommended to Bidder 1, whom obtained the highest overall score taking into consideration both technical/managerial merit, and the proposed price offered.

*Represents the highest point rated score

** Represents the lowest priced proposal

2. Bidders must submit a bid for all mandatory resource categories and must propose a minimum of two resources for each mandatory category, **with the exception of category M.3.1 Application/Software Architect - Adobe Experience Manager (AEM) /LiveCycle. Only one resource is required to be proposed for this category.** Bidders must provide resumes for each resource (person) proposed. Resources can be proposed for up to two mandatory categories. No one resource may be proposed for three or more categories.

3. The Bidder may replicate the tables using the Bidder's own word processing system. The Bidder must complete the tables (or replicas), as follows:
 - a. for the Mandatory tables of Section M.2 and M.3, the Bidder must enter a "Y" for "Yes" or "N" for "No" in the "Meets" column and provide substantiation for the "Y" responses;
 - b. for the Rated tables, Sections R.4 and R.5, the Bidder must enter an amount claimed, either months of experience or points as the case may be, and provide substantiation for the claims. It is highly recommended that the Bidder assigns a number to each of the work assignments in the resume for easy reference in the evaluation tables.

4. The "substantiation" provided by the Bidder in the tables must provide sufficient information to substantiate, to the satisfaction of the evaluators, that the services or experience being proposed meet the requirement. The substantiation may be made within the table; or, for resources (i.e. personnel), may be referenced from the table to the résumé for the resource with a Page and Paragraph reference, or both (i.e. the Bidder may choose to add information in the Substantiation column that supports the

ANNEX E - TECHNICAL EVALUATION PROCEDURES & CRITERIA

information in the résumé, in addition to having a reference to the résumé).

5. Bidders are advised that listing resource experience without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "substantiated" for the purpose of this evaluation. The Bidder must provide complete experience and or project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.
6. Bidders are advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: Project 1 time frame is July 2016 to December 2016; Project 2 time frame is October 2016 to January 2017; the total months of experience for these two project references is seven (7) months.
7. Proposals must provide supporting information consisting of detailed résumés that clearly describe the degree and nature of the knowledge/experience possessed by the proposed resource. Supporting information must include relevant previous experience and or projects including dates that enabled the individuals to acquire the necessary experience/knowledge. **Where résumés only provide the year(s) that any relevant experience was acquired, the evaluation team will assume that length of relevant experience to be one month only for the starting and ending years. For example, if experience is stated as between 2007 and 2009, the evaluation team will consider the relevant experience to one month for 2007 i.e. December, 12 months for 2008 and one month, i.e. January for 2009 for a total of 14 months.**
8. For the purpose of interpreting the evaluation criteria, a requirement such as "within the last 4 years" is intended to mean "within the last 4 years from the date at which the RFP was issued".
9. For all resource categories listed in the Rated Tables, one point will be assigned for each month of experience that satisfies the requirements described in the tables. In some cases the requirement states "beyond the mandatory requirement", meaning that the requirement is identical to a Mandatory requirement, and that points will be allocated only for the Rated experience that is in excess of the Mandatory experience.
10. Unless otherwise specified, the same experience can be counted for each criterion within any one resource category. For example, if the resource proposed as a Programmer Analyst – Java EE had 60 months of experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server (requirement R.5.4.2), and it was all using Struts, then this experience could be

TECHNICAL EVALUATION PROCEDURES & CRITERIA

counted for both R.5.4.2 and R.5.4.3.

11. To demonstrate the procedure in allocating scores as described in the two preceding paragraphs, the following table provides an EXAMPLE, where it is assumed for simplicity that the resource has 18 months of valid experience for each of the criteria.

EXAMPLE Criteria	EXAMPLE Rated Requirement for the Proposed Resource	EXAMPLE Max. Score	EXAMPLE Months Claimed	EXAMPLE Score
R.5.4.1	Experience <u>beyond the mandatory requirement of sixty (60) months</u> in the IT Industry.	24	18	18
R.5.4.2	Experience <u>beyond the mandatory requirement of sixty (60) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	12	18	12
R.5.4.3	Experience with Struts	24	18	18
R.5.4.4	Experience with WebSphere 7.x/8.x	12	18	12
R.5.4.5	Experience with Rational Application Developer 7 or higher	24	18	18
Total	-----	96		78

12. The scores given for each resource within the resource categories will be entered into the table below in the Initial Resource Score column (Resource 1 - R1 and/or Resource 2 - R2), then the total initial score will be calculated (the average of R1 and R2), then multiplied by the Weight to achieve the Weighted Resource Score.

Criteria	Resource Category	Initial		Total Initial Score (Average)	Weight	Weighted Resource Score ("Initial Resource Score" multiplied by "Weight")
		R 1	R2			
Mandatory						
M.3.1	A.1 Application/Software Architect - <u>Adobe Experience Manager (AEM) / LiveCycle</u> - Level 1		→		1.2	
M.3.2	A.7 Programmer/Analyst - <u>Adobe Experience Manager (AEM) / LiveCycle</u> - Level 2				1.0	
M.3.3	A.7 Programmer/Analyst - <u>PL / SQL</u> - Level 1				1.0	
M.3.4	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1				1.0	

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.5	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2				1.5	
M.3.6	A.7 Programmer/Analyst – <u>Mobile Development</u> - Level 1				1.0	
M.3.7	A.7 Programmer/Analyst – <u>IBM Watson</u> - Level 2				1.0	
M.3.8	A.7 Programmer/Analyst – <u>CRM Dynamics</u> - Level 1				1.0	
M.3.9	A.7 Programmer/Analyst – <u>CRM Dynamics</u> - Level 2				1.0	
M.3.10	A.1 Application/Software Architect - AI Data Architect - Level 1				1.0	
M.3.11	A.11 Tester - Level 1				1.5	
M.3.12	A.11 Tester - Level 2				1.5	
M.3.13	A.14 Web Developer – Level 1				1.0	
M.3.14	A.14 Web Developer - Level 2				1.5	
M.3.15	B.1 Business Analyst - Level 1				1.2	
M.3.16	B.1 Business Analyst - Level 2				1.2	
M.3.17	C.16 PIA Specialist - Level 1				1.3	
M.3.18	P.9 Project Manager - Level 1				1.3	
Optional						
R.5.19	A.1 Application /Software Architect - Level 1		→		0.5	
R.5.20	A.1 Application /Software Architect - Level 2		→		0.5	
R.5.21	A.3 ERP Programmer Analyst - <u>PeopleSoft</u> - Level 1		→		0.5	
R.5.22	A.3 ERP Programmer Analyst - <u>SAP</u> - Level 1		→		0.5	
R.5.23	A.7 Programmer / Analyst - <u>C++</u> - Level 1		→		0.5	
R.5.24	A.7 Programmer / Analyst – Business Intelligence - Level 1		→		0.5	
R.5.25	A.7 Programmer / Analyst - <u>PowerBuilder</u> - Level 1		→		0.5	
R.5.26	A.7 Programmer / Analyst - <u>PowerBuilder</u> - Level 2		→		0.5	
R.5.27	A.7 Programmer / Analyst - <u>Microsoft .NET</u> - Level 1		→		0.5	

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.28	A.7 Programmer / Analyst - <u>Microsoft .NET</u> - Level 2		→		0.4	
R.5.29	A.7 Programmer / Analyst – <u>PL/SQL</u> - Level 2		→		0.5	
R.5.30	A.11 Tester - <u>Bilingual</u> - Level 1		→		0.5	
R.5.31	A.11 Tester - <u>Bilingual</u> - Level 2		→		0.5	
R.5.32	A.11 Tester – <u>Regression/IFT</u> - Level 1		→		0.5	
R.5.33	A.11 Tester – <u>Regression/IFT</u> - Level 2		→		0.5	
R.5.34	A.11 Tester – <u>Performance</u> - Level 1		→		0.5	
R.5.35	A.12 Web Architect - Level 1		→		0.5	
R.5.36	A.12 Web Architect - Level 2		→		0.25	
R.5.37	A.15 Web Graphics Designer - Level 1		→		1.0	
R.5.38	A.15 Web Graphics Designer - Level 2		→		0.5	
R.5.39	A.16 Web Multi-media Content Consultant - Level 1		→		1.5	
R.5.40	B.1 Business Analyst - <u>Bilingual</u> - Level 1		→		0.3	
R.5.41	B.1 Business Analyst - <u>Bilingual</u> - Level 2		→		0.5	
R.5.42	B.5 Business Process Re-engineering (BPR) Consultant - Level 2		→		0.3	
R.5.43	B.11 Instructor – Level 2		→		0.5	
R.5.44	B.14 Technical Writer - Level 1		→		0.5	
R.5.45	P.6 Project Administrator - Level 1		→		1.0	
R.5.46	P.7 Project Coordinator - Level 1		→		1.0	
Total Weighted Resource Score						

13. The two Rated requirements will be combined into a Total Rated Score by multiplying the total score for the Corporate Rated requirements and the total score for the Weighted Resource Rated requirements by a weighting factor, and then summing the result, as follows:

$$(Rated Corporate Score * 5\%) + (Weighted Resource Score * 95\%)$$

TECHNICAL EVALUATION PROCEDURES & CRITERIA

14. **BIDDERS ARE ADVISED THAT A PASS MARK OF 60% IS APPLIED TO EACH RESOURCE CATEGORY. FAILURE TO OBTAIN THIS PASS MARK WILL RESULT IN THE PROPOSAL BEING CONSIDERED NON-RESPONSIVE AND WILL NOT BE GIVEN FURTHER CONSIDERATION.** This pass mark does not apply to each criterion of a resource category or to each resource individually, but rather to the total Maximum score for the resource category. In the example below, the total Maximum score is 60, so a pass mark of 36 (60% of 60) would apply. Resource 1 was awarded a total of 60 points and Resource 2 was awarded a total of 18 points for a Total Average Category Score of 39 which is 65 % of the total score of 60, meeting the pass mark. For resources proposed in optional categories, as well as for the mandatory M.4.1. Application/Software Architect - Adobe Experience Manager (AEM) LiveCycle, only the Initial Score will be used to calculate the pass mark, as only one resource may be proposed.

Tester - Level 1	Max Score	Initial Score		Category Score (Avg)	Category Percentage	60% Pass Y/N
		Resource 1	Resource 2			
R.5.6.1 Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT industry.	24	24	12	18		
R.5.6.2 Experience <u>beyond the mandatory requirement of thirty-six (36) months</u> working with client/server or web architectures, technologies and tools on either Unix or Microsoft Windows Server.	12	12	6	9		
R.5.6.3 Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> utilizing testing solutions/tools in a software testing environment.	12	12	0	6		
R.5.6.4 Experience with IBM Rational Functional Tester and Rational Quality Manager tools in a software testing environment.	12	12	0	6		
Total for Category	60	60	18	39	65%	Y

15. **BIDDERS ARE ADVISED THAT A PASS MARK OF 70% IS APPLIED TO THE TOTAL SCORE FOR ALL MANDATORY RESOURCE CATEGORIES AND COMPLETED OPTIONAL CATEGORIES COMBINED.** In other words, the score achieved for all 38 resource categories is summed, and divided by the sum of all 38 Maximum scores (less any optional categories not completed) and multiplied by 100%. If the result is less than 70%, the proposal will be considered non-responsive and will not be given further consideration. For example, if resources are proposed for all categories and the total score is 2975 points, this would be divided by the sum of all 38 Maximum scores (4866) and multiplied by 100% for a total percentage of 61.14%,

TECHNICAL EVALUATION PROCEDURES & CRITERIA

which would be considered non-responsive. If resources were proposed for only the mandatory categories and the total score was 825, this would be divided by the sum of all 13 Maximum scores (1128) for the mandatory categories only and multiplied by 100% for a total percentage of 73.14%, which would be considered a pass. In a third example, if resources were proposed for all of the mandatory and only the first 3 optional categories for a total score of 1350, this would be divided by the sum of all 13 Maximum scores (1128) for the mandatory categories plus the sum of the Maximum scores for the 3 completed optional categories (444) for a total of 1572 then multiplied by 100% for a total percentage of 85.88%, which would be considered a pass.

16. Once the technical scores are finalized, the Total Evaluated Price will be calculated by multiplying the Bidder's proposed per diem rates for each of the three years by the "Estimated days per Year" (see "Basis of Payment" document for details), and then summing the products of those calculations. The "Estimated days per Year" is used for the evaluation process only, and is not intended to estimate the actual utilization under the contract.

17. For the purposes of bid evaluation, if there are no resources proposed for the optional categories, the following matrix will be used to determine the Firm per Diem Rate for the optional categories:

Optional Category	Maps to	Mandatory Category
A.1 Application /Software Architect – Level 1	→	A.1 Application/Software Architect - <u>Adobe Experience Manager (AEM)</u> / <u>LiveCycle</u> - Level 1
A.1 Application /Software Architect – Level 2	→	A.1 Application/Software Architect - <u>Adobe Experience Manager (AEM)</u> / <u>LiveCycle</u> - Level 1
A.3 ERP Programmer Analyst - <u>PeopleSoft</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.3 ERP Programmer Analyst - <u>SAP</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.7 Programmer / Analyst - <u>C++</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.7 Programmer / Analyst – Business Intelligence - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.7 Programmer / Analyst - <u>PowerBuilder</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 1
A.7 Programmer / Analyst - <u>PowerBuilder</u> - Level 2	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.7 Programmer / Analyst – <u>Microsoft .NET</u> - Level 1	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.7 Programmer / Analyst – <u>Microsoft .NET</u> - Level 2	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.7 Programmer / Analyst – <u>PL/SQL</u> - Level 2	→	A.7 Programmer/Analyst – <u>Java EE</u> - Level 2
A.11 Tester - <u>Bilingual</u> - Level 1	→	A.11 Tester - Level 1
A.11 Tester - <u>Bilingual</u> - Level 2	→	A.11 Tester - Level 2

TECHNICAL EVALUATION PROCEDURES & CRITERIA

A.11 Tester – <u>Regression/IFT</u> - Level 1	→	A.11 Tester - Level 1
A.11 Tester – <u>Regression/IFT</u> - Level 2	→	A.11 Tester - Level 2
A.11 Tester – <u>Performance</u> - Level 1	→	A.11 Tester - Level 1
A.12 Web Architect - Level 1	→	A.14 Web Developer - Level 1
A.12 Web Architect - Level 2	→	A.14 Web Developer - Level 2
A.15 Web Graphics Designer - Level 1	→	A.14 Web Developer - Level 1
A.15 Web Graphics Designer - Level 2	→	A.14 Web Developer - Level 2
A.16 Web Multi-media Content Consultant - Level 1	→	A.14 Web Developer - Level 1
B.1 Business Analyst - <u>Bilingual</u> - Level 1	→	B.1 Business Analyst - Level 1
B.1 Business Analyst - <u>Bilingual</u> - Level 2	→	B.1 Business Analyst - Level 2
B.5 Business Process Re-engineering (BPR) Consultant - Level 2	→	B.1 Business Analyst - Level 2
B.11 Instructor - Level 2	→	A.11 Tester - Level 1
B.14 Technical Writer - Level 1	→	A.11 Tester - Level 1
P.6 Project Administrator - Level 1	→	A.11 Tester - Level 1
P.7 Project Coordinator - Level 1	→	A.11 Tester - Level 1

M.2 Mandatory Corporate Requirements (M)

1. All the requirements for each of the subsections in the following Table are mandatory requirements and must be completed by the Bidder.

**MANDATORY CORPORATE REQUIREMENTS
(Table to be completed by Bidders)**

Criteria	Mandatory Requirement for the Bidder	Meets Y / N	Reference / substantiation
M.2.1.1	Bidder must have provided resources, within a two (2) year period in the last four (4) years, such that at least 10 separate work assignments were begun by at least 5 different IT resources either on an “as and when requested” basis, or as tasks on a single contract. (The intent is that the Bidder show experience in allocating and managing resources in response to rapidly changing demands). Brief descriptions are required for the work of the contract.		
M.2.1.2	Bidder must have provided in a single previous contract within the last four (4) years, at least 6 IT resources in simultaneous engagements. Brief descriptions are required for the work of the contracts.		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3 Mandatory Requirements for Proposed Resources (M)

1. All the requirements in the Tables of this section are mandatory requirements and must be completed by the Bidder.
2. The bidder is asked to duplicate the following tables, and ensure that there is a completed table for each resource proposed.
3. Mandatory categories will have two resources assessed while optional categories will only have one resource assessed, with the exception of the mandatory categories M.3.1 Application/Software Architect - Adobe Experience Manager (AEM) LiveCycle which will have only one resource assessed.

M.3.1 A.1 Application/Software Architect - Adobe Experience Manager (AEM) / LiveCycle - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.1.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.1.2	Minimum of thirty-six (36) months experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.		
M.3.1.3	Minimum of twenty-four (24) months of experience working with Java EE, Oracle, SQL, Web Services (WSDL or REST), HTML and XML.		
M.3.1.4	Minimum of twelve (12) months of experience working with AEM/LiveCycle Services for Documents (forms, letters and other documents)		
M.3.1.5	Minimum of twelve (12) months of experience working with AEM/LiveCycle Process Management Development (including knowledge of the Workbench and designer tools, as well as the System Development Kit (SDK)) to integrate those technologies.		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.2 A.7 Programmer / Analyst - Adobe Experience Manager (AEM) / LiveCycle - Level 2

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.2.1	Minimum of sixty (60) months experience in the IT Industry.		
M.3.2.2	Minimum of sixty (60) months experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.		
M.3.2.3	Minimum of twenty-four (24) months of experience programming in a Java EE environment.		
M.3.2.4	Minimum of six (6) months of experience creating and modifying Adobe forms (in XDP format) using Adobe Designer by creating data validation scripts for form fields using JavaScript and accessing data in XML for field population and saving and/or creating and modifying Document Workflow Processes using Adobe WorkBench Integrated Development Environment.		

M.3.3 A.7 Programmer / Analyst - PL / SQL - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.3.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.3.2	Minimum of thirty-six (36) months experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.		
M.3.3.3	Minimum of twenty-four (24) months of experience programming reports in Cognos/ERP systems.		
M.3.3.4	Minimum of twenty-four (24) months of experience programming extract, transform and load (ETL) software		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.4 A.7 Programmer / Analyst – Java EE - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.4.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.4.2	Minimum of thirty-six (36) months experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.		
M.3.4.3	Minimum of thirty-six (36) months of experience programming in a Java EE environment.		

M.3.5 A.7 Programmer / Analyst – Java EE - Level 2

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.5.1	Minimum of sixty (60) months experience in the IT Industry.		
M.3.5.2	Minimum of sixty (60) months experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.		
M.3.5.3	Minimum of sixty (60) months of experience programming in a Java EE environment.		

M.3.6 A.7 Programmer / Analyst – Mobile Development - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.6.1	Minimum of thirty-six (36) months experience using JavaScript front-end frameworks for application development.		
M.3.6.2	Minimum of thirty-six (36) months experience in Android and/or iOS development.		
M.3.6.3	Minimum of twenty-four (24) months experience building and maintaining RESTful web services		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.6.4	Minimum of twelve (12) months experience working with React Native and Redux, the Ionic Framework and Native Mobile Application Development.		
----------------	--	--	--

M.3.7 A.7 Programmer / Analyst – IBM Watson - Level 2

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.7.1	Minimum of sixty (60) months experience in the IT Industry.		
M.3.7.2	Minimum of sixty (60) months experience working with client/server or web architectures, technologies and tools.		
M.3.7.3	Minimum of sixty (60) months of experience programming in Java and/or C#.		
M.3.7.4	Minimum of thirty-six (24) months of experience working with IBM Watson.		

M.3.8 A.7 Programmer / Analyst – CRM Dynamics - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.8.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.8.2	Minimum of thirty-six (36) months experience working with client/server or web architectures, technologies and tools.		
M.3.8.3	Minimum of thirty-six (36) of experience programming in Java and/or C#.		
M.3.8.4	Minimum of twenty (24) months of experience working with CRM Dynamics		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.9 A.7 Programmer / Analyst – CRM Dynamics - Level 2

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.9.1	Minimum of sixty (60) months experience in the IT Industry.		
M.3.9.2	Minimum of sixty (60) months experience working with client/server or web architectures, technologies and tools.		
M.3.9.3	Minimum of sixty (60) months of experience programming in Java and/or C#.		
M.3.9.4	Minimum of thirty-six (36) months of experience working with CRM Dynamics.		

M.3.10 A.1 Application/Software Architect - AI Data Architect - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.10.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.10.2	Minimum of twenty-four (24) months of experience using data for business decision-making, applying machine learning and data mining to different types of data.		
M.3.10.3	Minimum of twenty-four (24) months of experience designing algorithms which will be used as part of the analyses of data collections, as well as experience assembling and organizing data collections.		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.11 A.11 Tester - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.11.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.11.2	Minimum of thirty-six (36) months experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.		
M.3.11.3	Minimum of twenty-four (24) months of experience utilizing testing solutions/tools in a software testing environment.		

M.3.12 A.11 Tester - Level 2

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.12.1	Minimum of sixty (60) months experience in the IT Industry.		
M.3.12.2	Minimum of sixty (60) months experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.		
M.3.12.3	Minimum of sixty (60) months of experience utilizing testing solutions/tools in a software testing environment.		

M.3.13 A.14 Web Developer - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.13.1	Minimum of twenty-four (24) months experience in the Web Development industry.		
M.3.13.2	Minimum of twenty-four (24) months experience working with client/server or web architectures, technologies and tools on Microsoft Windows Server.		
M.3.13.3	Minimum of twenty-four (24) months experience working with ColdFusion, SQL Server, HTML, CSS and jQuery.		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.13.4	Minimum of six (6) months of experience working with the Web Standards for the Government of Canada.		
-----------------	--	--	--

M.3.14 A.14 Web Developer - Level 2

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.14.1	Minimum of sixty (60) months experience in the Web Development industry.		
M.3.14.2	Minimum of sixty (60) months experience working with client/server or web architectures, technologies and tools on Microsoft Windows Server.		
M.3.14.3	Minimum of sixty (60) months experience working with ColdFusion, SQL Server, HTML, CSS and jQuery.		
M.3.14.4	Minimum of twelve (12) months of experience working with the Web Standards for the Government of Canada.		

M.3.15 B.1 Business Analyst - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.15.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.15.2	Minimum of twenty-four (24) months experience developing, updating and facilitating the gathering of functional specifications.		
M.3.15.3	Minimum of twelve (12) months experience with presenting and demonstrating software applications to client stakeholder groups.		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.16 B.1 Business Analyst - Level 2

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.16.1	Minimum of sixty (60) months experience in the IT Industry.		
M.3.16.2	Minimum of sixty (60) months experience developing, updating and facilitating the gathering of functional specifications.		
M.3.16.3	Minimum of sixty (60) months experience with presenting and demonstrating software applications to client stakeholder groups.		

M.3.17 C.16 PIA Specialist - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.17.1	Minimum of thirty-six (36) months experience working in a Federal Government environment.		
M.3.17.2	Minimum of twenty-four (24) months experience conducting Privacy Impact Assessments (PIAs) and / or CORE Privacy Impact Assessments according to Treasury Board Policy and Directives.		
M.3.17.3	Minimum of twenty-four (24) months experience developing Privacy Risk Management Plans.		
M.3.17.4	Minimum of twenty-four (24) months experience developing recommendations as to possible risk mitigation strategies.		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

M.3.18 P.9 Project Manager - Level 1

Name: _____

Criteria	Mandatory Requirement for the Proposed Resource	Meets (Y/N)	Reference/ Substantiation
M.3.18.1	Minimum of forty-eight (48) months experience in the IT Industry.		
M.3.18.2	Minimum of forty-eight (48) months experience as a Project Manager in the development of medium to large size application systems.		
M.3.18.3	Minimum of twenty-four (24) months experience working in a Government environment.		
M.3.18.4	Minimum of twenty-four (24) months experience conducting risk analysis.		

R.4 Point Rated Corporate Requirements (R)

- All the requirements in the Tables of this section are Rated requirements and should be completed by the Bidder.

Point Rated Bidder Requirements:

Criteria	Rated Requirement for the Bidder	Max. Score	Claimed by the Bidder	Reference / substantiation
R.4.1.1	For resources beyond the mandatory requirement of M.2.1.1 and M.2.1.2, score as 10 points per resource up to a maximum of 50 points. Bidder must state the TOTAL number of resources, using the Substantiation column.	50		
R.4.1.2	The number of different resources on work assignments within the last four years where those work assignments called for primarily Java EE expertise for a period of at least eight (8) weeks for each assignment. (Will be scored as 10 points per resource up to a maximum 20 points) Bidder must state the TOTAL number of resources, using the Substantiation column.	20		
R.4.1.3	The number of different resources on work assignments within the last four years where those work assignments called for primarily Application/Software Architect	20		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

Criteria	Rated Requirement for the Bidder	Max. Score	Claimed by the Bidder	Reference / substantiation
	expertise for a period of at least eight (8) weeks for each assignment. (Will be scored as 10 points per resource up to a maximum 20 points) Bidder must state the TOTAL number of resources, using the Substantiation column.			
R.4.1.4	The number of different resources on work assignments within the last four years where those work assignments called for primarily Adobe Experience Manager (AEM) / LiveCycle Programmer/Analyst expertise for a period of at least eight (8) weeks for each assignment. (Will be scored as 10 points per resource up to a maximum 20 points) Bidder must state the TOTAL number of resources, using the Substantiation column.	20		
R.4.1.5	The number of different resources on work assignments within the last four years where those work assignments called for primarily Tester expertise for a period of at least eight (8) weeks for each assignment. (Will be scored as 10 points per resource up to a maximum 20 points) Bidder must state the TOTAL number of resources, using the Substantiation column.	20		
R.4.1.6	The number of resources that have experience working on Veteran Affairs Systems. Score as 10 points per resource per Veterans Affairs System, to a maximum of 100 points. Bidder must state the resource(s) and Veteran Affairs System(s) using the Substantiation column. See glossary for details of systems. Can be resources from M.2.1.1 and M.2.1.2.	100		
	MAX. SCORE TOTAL	230		

R.5. Point Rated Requirements for the Proposed Resource Categories (R)

1. All the requirements in the Tables of this section are Rated requirements and should be completed by the Bidder. **One point will be assigned for each month of experience.**
2. Where certification is requested, the points awarded will be given based on the validity of the certification and not the number of months that the resource has had the certification.
3. The bidder is asked to duplicate the following tables, and ensure that there is a completed table for each resource proposed.

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.1 A.1 Application/Software Architect - Adobe Experience Manager (AEM) / LiveCycle - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.1.1	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT Industry.	24		
R.5.1.2	Experience <u>beyond the mandatory requirement of thirty-six (36) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	12		
R.5.1.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> working with Java EE, Oracle, SQL, Web Services (WSDL and REST), HTML and XML.	24		
R.5.1.4	Experience <u>beyond the mandatory requirement of twelve (12) months</u> working with the Adobe Experience Manager LiveCycle Services for Documents (forms, letters and other documents)	24		
R.5.1.5	Experience <u>beyond the mandatory requirement of twelve (12) months</u> working with the Process Management Development (including knowledge of the Workbench and designer tools, as well as the LiveCycle System Development Kit (SDK)) to integrate those technologies.	24		
MAX. SCORE TOTAL		108		

R.5.2 A.7 Programmer / Analyst - Adobe Experience Manager (AEM) / LiveCycle - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.2.1		24		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

	Experience <u>beyond the mandatory requirement of sixty (60) months</u> in the IT Industry.			
R.5.2.2	Experience <u>beyond the mandatory requirement of sixty (60) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	24		
R.5.2.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> programming in a Java EE environment.	24		
R.5.2.4	Experience <u>beyond the mandatory requirement of six (6) months</u> creating and modifying Adobe forms (in XDP format) using Adobe Designer by creating data validation scripts for form fields using JavaScript and accessing data in XML for field population and saving.	24		
R.5.2.5	Experience <u>beyond the mandatory requirement of six (6) months</u> creating and modifying Document Workflow Processes using Adobe WorkBench Integrated Development Environment.	24		
MAX. SCORE TOTAL		120		

R.5.3 A.7 Programmer / Analyst - PL / SQL - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.3.1	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT Industry.	24		
R.5.3.2	Experience <u>beyond the mandatory requirement of thirty-six (36) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	12		
R.5.3.3	Experience with logical and physical database schemas.	24		
R.5.3.4	Experience with PL/SQL	12		
R.5.3.5	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> programming ETL software.	24		
MAX. SCORE TOTAL		96		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.4 A.7 Programmer / Analyst – Java EE - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.4.1	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT Industry.	24		
R.5.4.2	Experience <u>beyond the mandatory requirement of thirty-six (36) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	12		
R.5.4.3	Experience <u>beyond the mandatory requirement of thirty-six (36) months</u> programming in a Java EE environment	12		
R.5.4.4	Experience with Struts 1.x/2x	24		
R.5.4.5	Experience with WebSphere 8.x/9.x	12		
R.5.4.6	Experience with Rational Application Developer 8.x or higher	12		
R.5.4.7	Experience working with SQL and Oracle PL/SQL	24		
R.5.4.8	Experience working with SOAP Web Services.	12		
R.5.4.9	Experience working with RESTful Web Services.	12		
R.5.4.10	Experience working in JavaScript and 1 or more of the following web technologies (HTML, XML, CSS, jQuery, AJAX).	12		
MAX. SCORE TOTAL		156		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.5 A.7 Programmer / Analyst – Java EE - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.5.1	Experience <u>beyond the mandatory requirement of sixty (60) months</u> in the IT Industry.	24		
R.5.5.2	Experience <u>beyond the mandatory requirement of sixty (60) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	12		
R.5.5.3	Experience <u>beyond the mandatory requirement of sixty (60) months</u> programming in a Java EE environment.	24		
R.5.5.4	Experience with Struts	24		
R.5.5.5	Experience with WebSphere 8.x/9.x	24		
R.5.5.6	Experience with Rational Application Developer 8 or higher	24		
R.5.5.7	Experience working with SQL and Oracle PL/SQL	36		
R.5.5.8	Experience working with SOAP Web Services.	24		
R.5.5.9	Experience working with RESTful Web Services.	24		
R.5.5.10	Experience working in JavaScript and 1 or more of the following web technologies (HTML, XML, CSS, jQuery, AJAX).	24		
MAX. SCORE TOTAL		240		

R.5.6 A.7 Programmer/Analyst – Mobile Development - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.6.1	Experience beyond the mandatory requirement of thirty-six (36) months using JavaScript front-end frameworks for application development.	24		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.6.2	Experience beyond the mandatory requirement of thirty-six (36) months in Android and/or iOS development.	24		
R.5.6.3	Experience beyond the mandatory requirement of twenty-four (24) months building and maintaining RESTful web services	24		
R.5.6.4	Experience beyond the mandatory requirement of twelve (12) months working with React Native and Redux.	12		
MAX. SCORE TOTAL		84		

R.5.7 A.7 Programmer/Analyst – IBM Watson - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.7.1	Experience <u>beyond the mandatory requirement of sixty (60) months</u> in the IT Industry.	60		
	Experience <u>beyond the mandatory requirement of sixty (60) months</u> working with client/server or web architectures, technologies and tools.	60		
R.5.7.2	Experience <u>beyond the mandatory requirement of sixty (60) months</u> programming in Java and/or C#.	60		
R.5.7.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> working with IBM Watson enabled applications and interfacing with those applications through their published programming interfaces.	100		
R.5.7.4	Experience using IBM Blue Mix	12		
MAX. SCORE TOTAL		292		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.8 A.7 Programmer/Analyst – CRM Dynamics - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.8.1	Experience beyond the mandatory requirement of forty-eight (48) months experience in the IT Industry.	24		
R.5.8.2	Experience beyond the mandatory requirement of thirty-six (36) months experience working with client/server or web architectures, technologies and tools.	12		
R.5.8.3	Experience beyond the mandatory requirement of thirty-six (36) of experience programming in Java and/or C#.	24		
R.5.8.4	Experience beyond the mandatory requirement of twenty (24) months of experience working with CRM Dynamics	24		
MAX. SCORE TOTAL		84		

R.5.9 A.7 Programmer/Analyst – CRM Dynamics - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.9.1	Experience beyond the mandatory requirement of forty-eight (60) months experience in the IT Industry	24		
R.5.9.2	Experience beyond the mandatory requirement of thirty-six (60) months experience working with client/server or web architectures, technologies and tools.	12		
R.5.9.3	Experience beyond the mandatory requirement of thirty-six (60) of experience programming in Java and/or C#.	24		
R.5.9.4	Experience beyond the mandatory requirement of twenty (24) months of experience working with CRM Dynamics	24		
MAX. SCORE TOTAL		84		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.10 A.1 Application/Software Architect – AI Data Architect - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.10.1	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT Industry.	11		
R.5.10.2	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> configuring AI software and designing AI solutions	35		
R.5.10.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> using data for business decision-making, applying machine learning and data mining to different types of data.	35		
R.5.10.4	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> designing algorithms which will be used as part of the analyses of data collections, as well as experience assembling and organizing data collections.	35		
R.5.10.5	Experience using IBM Watson	12		
R.5.10.6	Experience using IBM Blue Mix	12		
MAX. SCORE TOTAL		96		

R.5.11 A.11 Tester - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.11.1	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT Industry.	24		
R.5.11.2	Experience <u>beyond the mandatory requirement of thirty-six (36) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	12		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.11.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> utilizing testing solutions/tools in a software testing environment.	12		
R.5.11.4	Experience with IBM Rational Functional Tester and Rational Quality Manager tools in a software testing environment.	12		
MAX. SCORE TOTAL		60		

R.5.12 A.11 Tester - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.12.1	Experience <u>beyond the mandatory requirement of sixty (60) months</u> in the IT Industry.	24		
R.5.12.2	Experience <u>beyond the mandatory requirement of sixty (60) months</u> working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	12		
R.5.12.3	Experience <u>beyond the mandatory requirement of sixty (60) months</u> utilizing testing solutions/tools in a software testing environment.	12		
R.5.12.4	Experience with IBM Rational Functional Tester and Rational Quality Manager tools in a software testing environment.	12		
MAX. SCORE TOTAL		60		

R.5.13 A.14 Web Developer - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.13.1	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> in the Web Development industry.	24		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.13.2	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> with client/server or web architectures, technologies and tools on Microsoft Windows Server.	24		
R.5.13.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> working with ColdFusion, SQL Server, HTML, CSS and jQuery.	24		
R.5.13.4	Experience <u>beyond the mandatory requirement of six (6) months</u> with the Web Standards for the Government of Canada.	12		
MAX. SCORE TOTAL		84		

R.5.14 A.14 Web Developer - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.14.1	Experience <u>beyond the mandatory requirement of sixty (60) months</u> in the Web Development industry.	24		
R.5.14.2	Experience <u>beyond the mandatory requirement of sixty (60) months</u> with client/server or web architectures, technologies and tools on Microsoft Windows Server.	24		
R.5.14.3	Experience <u>beyond the mandatory requirement of sixty (60) months</u> working with ColdFusion, SQL Server, HTML, CSS and jQuery.	24		
R.5.14.4	Experience <u>beyond the mandatory requirement of twelve (12) months</u> with the Web Standards for the Government of Canada.	12		
MAX. SCORE TOTAL		84		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.15 B.1 Business Analyst - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.15.1	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT Industry.	24		
R.5.15.2	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> developing, updating and facilitating the gathering of functional specifications.	24		
R.5.15.3	Experience in software development testing.	24		
R.5.15.4	Experience <u>beyond the mandatory requirement of twelve (12) months</u> with presenting and demonstrating software applications to client stakeholder groups.	12		
MAX. SCORE TOTAL		84		

R.5.16 B.1 Business Analyst - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.16.1	Experience <u>beyond the mandatory requirement of sixty (60) months</u> in the IT Industry.	24		
R.5.16.2	Experience <u>beyond the mandatory requirement of sixty (60) months</u> developing, updating and facilitating the gathering of functional specifications.	24		
R.5.16.3	Experience in software development testing.	24		
R.5.16.4	Experience <u>beyond the mandatory requirement of sixty (60) months</u> with presenting and demonstrating software applications to client stakeholder groups.	12		
MAX. SCORE TOTAL		84		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.17 C.16 PIA Specialist - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.17.1	Experience <u>beyond the mandatory requirement of thirty-six (36) months</u> working in a Federal Government environment.	24		
R.5.17.2	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> conducting Privacy Impact Assessments (PIAs) and / or CORE Privacy Impact Assessments according to Treasury Board Policy and Directives.	24		
R.5.17.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> developing Privacy Risk Management Plans.	12		
R.5.17.4	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> developing risk mitigation strategies.	12		
MAX. SCORE TOTAL		72		

R.5.18 P.9 Project Manager - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.18.1	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> in the IT Industry. Experience in the IT Industry.	24		
R.5.18.2	Experience <u>beyond the mandatory requirement of forty-eight (48) months</u> as a Project Manager in the development of medium to large size application Systems.	24		
R.5.18.3	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> working in a Government environment.	12		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.18.4	Experience <u>beyond the mandatory requirement of twenty-four (24) months</u> conducting risk analysis	12		
R.5.18.5	Certification or Qualification in Project Management from a recognized organization such as PMI or a University or College (evidence must be included in the proposal).	12		
MAX. SCORE TOTAL		84		

R.5.19 A.1 Application/Software Architect - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.19.1	Experience in the IT Industry.	48		
R.5.19.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		
R.5.19.3	Experience working with Oracle and SQL.	24		
R.5.19.4	Experience working with Business Intelligence Administration and Framework Manager.	24		
MAX. SCORE TOTAL		132		

R.5.20 A.1 Application/Software Architect - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.20.1	Experience in the IT Industry.	60		
R.5.20.2	Experience recommending, designing, and building architectures, using technologies and tools specifically for n-Tier, Web Services (WSDL and REST), XML Schemas and Message Queuing.	48		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.20.3	Experience designing Relational database and Object models.	36		
R.5.20.4	Experience preparing software architectural road maps and detailed documentation for proposed solutions.	24		
R.5.20.5	Experience defining architecture specifically for WebSphere Application Server 7 or higher, Java EE 5 or higher and Oracle Database 11g database or higher.	24		
R.5.20.6	Experience preparing cost benefit analysis documentation and alternative solutions to meet system and business requirements.	12		
MAX. SCORE TOTAL		204		

R.5.21 A.3 Programmer / Analyst - PeopleSoft - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.21.1	Experience in the IT Industry.	48		
R.5.21.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		
R.5.21.3	Experience programming in Peoplecode and/or PeopleTools 8.x environment	24		
MAX. SCORE TOTAL		108		

R.5.22 A.3 ERP Programmer / Analyst - SAP - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.22.1	Experience in the IT Industry.	48		
R.5.22.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.22.3	Experience with SAP Financials Reporting	24		
R.5.22.4	Experience with converting existing corporate Financial Systems to SAP	24		
MAX. SCORE TOTAL		132		

R.5.23 A.7 Programmer / Analyst - C++ - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.23.1	Experience in the IT Industry.	48		
R.5.23.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		
R.5.23.3	Experience programming in the C/C++/ Pro*C language.	24		
R.5.23.4	Experience with PL/SQL/Oracle.	12		
R.5.23.5	Experience writing Unix scripts (i.e. Korn shell).	12		
R.5.23.6	Experience with logical and physical data base schemas.	12		
R.5.23.7	Experience in the development and maintenance of Batch processing jobs and Production Schedules.	12		
MAX. SCORE TOTAL		156		

R.5.24 A.7 Programmer / Analyst – Business Intelligence - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.24.1	Experience in the IT Industry.	48		
R.5.24.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.24.3	Experience with Business Intelligence Framework Manager.	24		
R.5.24.4	Experience with Business Intelligence Administration.	12		
MAX. SCORE TOTAL		120		

R.5.25 A .7 Programmer / Analyst - PowerBuilder - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.25.1	Experience in the IT Industry.	48		
R.5.25.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		
R.5.25.3	Experience programming in PowerBuilder 10.5 (or higher) languages	24		
R.5.25.4	Experience with PL/SQL	12		
MAX. SCORE TOTAL		120		

R.5.26 A .7 Programmer / Analyst - PowerBuilder - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.26.1	Experience in the IT Industry.	60		
R.5.26.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	60		
R.5.26.3	Experience programming in PowerBuilder 10.5 (or higher) languages	36		
R.5.26.4	Experience with PL/SQL	24		
MAX. SCORE TOTAL		180		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.27 A.7 Programmer / Analyst - Microsoft .NET - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.27.1	Experience in the IT Industry.	36		
R.5.27.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		
R.5.27.3	Experience working with Microsoft C # ver. 3 or higher and Microsoft SQL Server 2008 or higher.	24		
R.5.27.4	Experience with Microsoft IIS 8.0 or higher.	24		
R.5.27.5	Experience with Microsoft Visual Studio 2013 or higher.	24		
R.5.27.6	Experience with Microsoft Dynamics CRM 2013 or higher.	12		
MAX. SCORE TOTAL		156		

R.5.28 A.7 Programmer / Analyst - Microsoft .NET - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.28.1	Experience in the IT Industry.	60		
R.5.28.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	60		
R.5.28.3	Experience working with Microsoft C # ver. 3 or higher and Microsoft SQL Server 2008 or higher.	48		
R.5.28.4	Experience with Microsoft IIS 8.0 or higher.	36		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.28.5	Experience with Microsoft Visual Studio 2013 or higher.	36		
R.5.28.6	Experience with Microsoft Dynamics CRM 2013 or higher.	12		
MAX. SCORE TOTAL		252		

R.5.29 A.7 Programmer / Analyst - PL / SQL - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.29.1	Experience in the IT Industry.	60		
R.5.29.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	60		
R.5.29.3	Experience with logical and physical database schemas.	36		
R.5.29.4	Experience with PL/SQL	24		
R.5.29.5	Experience programming ETL software.	36		
MAX. SCORE TOTAL		216		

R.5.30 A.11 Tester - Bilingual - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.30.1	Experience in the IT Industry.	48		
R.5.30.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	24		
R.5.30.3	Experience utilizing testing solutions/tools in a software testing environment.	24		
MAX. SCORE TOTAL		96		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.31 A.11 Tester - Bilingual - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.31.1	Experience in the IT Industry.	60		
R.5.31.2	Experience working with client/server or web architectures, technologies and tools on either UNIX or Microsoft Windows Server.	36		
R.5.31.3	Experience utilizing testing solutions/tools in a software testing environment.	24		
MAX. SCORE TOTAL		120		

R.5.32 A.11 Tester – Regression/IFT - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.32.1	Experience utilizing testing solutions/tools in a software testing environment.	24		
R.5.32.2	Experience with IBM Rational Functional Tester and Rational Quality Manager tools in a software testing environment.	24		
R.5.32.3	Experience developing, maintaining and executing unit test plans and test cases based on the Business Requirements Documents or Use Case Documents.	24		
R.5.32.4	Experience developing, maintaining and executing integrated functional test plans and test cases based on the Business Requirements Documents or Use Case Documents.	24		
R.5.32.5	Experience interacting with both technically oriented teams as well as business oriented teams on the identification and progress of application testing issues encountered, performing additional testing analysis as required.	24		
R.5.32.6	Experience managing test environments that include Client Server, Web and Data Base components.	24		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.32.7	Experience working in a mobile test environment that includes iOS and Android.	12		
R.5.32.8	ISTQB Certification acquired (evidence must be included in the proposal).	12		
MAX. SCORE TOTAL		96		

R.5.33 A.11 Tester – Regression/IFT - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.33.1	Experience utilizing testing solutions/tools in a software testing environment.	60		
R.5.33.2	Experience with IBM Rational Functional Tester and Rational Quality Manager tools in a software testing environment.	60		
R.5.33.3	Experience developing, maintaining and executing unit test plans and test cases based on the Business Requirements Documents or Use Case Documents.	60		
R.5.33.4	Experience developing, maintaining and executing integrated functional test plans and test cases based on the Business Requirements Documents or Use Case Documents.	60		
R.5.33.5	Experience interacting with both technically oriented teams as well as business oriented teams on the identification and progress of application testing issues encountered, performing additional testing analysis as required.	60		
R.5.33.6	Experience managing test environments that include Client Server, Web and Data Base components.	60		
R.5.33.7	Experience working in a mobile test environment that includes iOS and Android.	24		
R.5.33.8	ISTQB Certification acquired (evidence must be included in the proposal).	12		
MAX. SCORE TOTAL		396		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.34 A.11 Tester – Performance - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.34.1	Experience utilizing testing solutions/tools in a software testing environment.	48		
R.5.34.2	Experience developing, maintaining and executing unit test plans and test cases based on the Business Requirements Documents or Use Case Documents.	48		
R.5.34.3	Experience developing, maintaining and executing integrated functional test plans and test cases based on the Business Requirements Documents or Use Case Documents.	48		
R.5.34.4	Experience developing, maintaining and executing performance or capacity or load or stress tests.	48		
R.5.34.5	Experience with IBM Rational Performance Tester tools in a software testing environment.	48		
R.5.34.6	ISTQB Certification acquired (evidence must be included in the proposal).	12		
MAX. SCORE TOTAL		252		

R.5.35 A.12 Web Architect - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.35.1	Experience in the Web Development industry.	24		
R.5.35.2	Experience in architectural modeling to ensure design consistency (usability), impact assessments, technology selection and unit testing.	24		
R.5.35.3	Experience with client/server or web architectures, technologies and tools on Microsoft Windows Server.	24		
R.5.35.4	Experience working with ColdFusion, SQL Server, HTML, CSS and jQuery.	24		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.35.5	Experience the Web Standards for the Government of Canada.	6		
MAX. SCORE TOTAL		102		

R.5.36 A.12 Web Architect - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.36.1	Experience in the Web Development industry.	60		
R.5.36.2	Experience in architectural modeling to ensure design consistency (usability), impact assessments, technology selection and unit testing.	60		
R.5.36.3	Experience with client/server or web architectures, technologies and tools on Microsoft Windows Server.	60		
R.5.36.4	Experience working with ColdFusion, SQL Server, HTML, CSS and jQuery.	60		
R.5.36.5	Experience the Web Standards for the Government of Canada.	12		
MAX. SCORE TOTAL		252		

R.5.37 A.15 Web Graphics Designer- Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.37.1	Experience in the Web Design industry.	24		
R.5.37.2	Experience with Adobe Photoshop, Adobe Illustrator and Adobe Indesign.	24		
R.5.37.3	Experience working with HTML, CSS and jQuery.	24		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.37.4	Experience with the Web Standards for the Government of Canada.	6		
MAX. SCORE TOTAL		78		

R.5.38 A.15 Web Graphics Designer- Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.38.1	Experience in the Web Design industry.	60		
R.5.38.2	Experience with Adobe Photoshop, Adobe Illustrator and Adobe Indesign.	60		
R.5.38.3	Experience working with HTML, CSS and jQuery.	60		
R.5.38.4	Experience with the Web Standards for the Government of Canada.	12		
MAX. SCORE TOTAL		192		

R.5.39 A.16 Web Multi-media Content Consultant - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.39.1	Experience in Multimedia Production.	24		
R.5.39.2	Experience with Articulate Storyline, Camtasia, and Adobe Photoshop, Adobe Illustrator, Adobe Premiere.	24		
R.5.39.3	Experience working with HTML, CSS, XML.	24		
R.5.39.4	Experience with the Web Standards for the Government of Canada.	6		
MAX. SCORE TOTAL		78		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.40 B.1 Business Analyst - Bilingual - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.40.1	Experience in the IT Industry.	48		
R.5.40.2	Experience developing, updating and facilitating the gathering of functional specifications.	24		
R.5.40.3	Experience in software development testing.	24		
R.5.40.4	Experience with presenting and demonstrating software applications to client stakeholder groups.	12		
MAX. SCORE TOTAL		108		

R.5.41 B.1 Business Analyst - Bilingual - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.41.1	Experience in the IT Industry.	60		
R.5.41.2	Experience developing, updating and facilitating the gathering of functional specifications.	60		
R.5.41.3	Experience in software development testing.	24		
R.5.41.4	Experience with presenting and demonstrating software applications to client stakeholder groups.	60		
MAX. SCORE TOTAL		204		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.42 B.5 Business Process Re-engineering (BPR) Consultant - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.42.1	Experience in the IT Industry.	60		
R.5.42.2	Experience in BPR projects in Government.	60		
R.5.44.3	Experience in projects to automate processes by using electronic documents with data harvesting techniques.	60		
R.5.42.4	Experience in projects using Adobe Experience Manager (AEM) / LiveCycle as the Process Management server.	60		
MAX. SCORE TOTAL		360		

R.5.43 B.11 Instructor - Level 2

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.43.1	A minimum of 90 training days within the last 3 years in Instructing in the identified subject area.	48		
R.5.43.2	A minimum of 1 year experience (not as an Instructor) in the identified subject area.	24		
R.5.43.3	Experience delivering training both in a face to face and on-line environment	24		
MAX. SCORE TOTAL		96		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.44 B.14 Technical Writer - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.44.1	Experience in the IT Industry.	48		
R.5.44.2	Experience creating UML and/or Use Case Diagrams.	24		
R.5.44.3	Experience designing the layout of manuals, using word processing, desktop publishing and graphics software packages.	24		
R.5.44.4	Experience with the Web Standards for the Government of Canada.	12		
MAX. SCORE TOTAL		108		

R.5.45 P.6 Project Administrator- Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.45.1	Experience in Project Administration.	24		
R.5.45.2	Experience with Microsoft Project, Microsoft Office Suite of Products	24		
R.5.45.3	Experience working with Government of Canada Policies, Procedures, and Guidelines.	24		
MAX. SCORE TOTAL		72		

TECHNICAL EVALUATION PROCEDURES & CRITERIA

R.5.46 P.7 Project Coordinator - Level 1

Name: _____

Criteria	Rated Requirement for the Proposed Resource	Max. Score	Months Claimed	Reference/ Substantiation
R.5.46.1	Experience in the communications and web industries.	18		
R.5.46.2	Experience assisting project managers, maintaining project documentation, preparing status reports and correspondence.	18		
R.5.46.3	Experience communicating with project managers, developers, technical users and end users.	18		
R.5.46.4	Experience with the Microsoft Office Suite.	18		
MAX. SCORE TOTAL		72		

ANNEX F –BID SUBMISSION FORM

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Bidder's Proposed Site(s) or Premises Requiring Safeguard Measures. See Part 3 for instructions. (Note: Procurement Officers should delete if this requirement was not included in Part 6)	Address of proposed site or premise: _____ City: _____ Province: _____ Postal Code: _____ Country: _____
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"

ANNEX F –BID SUBMISSION FORM

<p>Security Clearance Level of Bidder</p> <p>[include both the level and the date it was granted]</p> <p>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</p>	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
<p>Signature of Authorized Representative of Bidder</p>	

ANNEX G -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 [Employment and Social Development Canada \(ESDC\) - Labour's](#) 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).

ANNEX H -ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)