



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Quebec**

**K1A0S5**

**Bid Fax: (819) 997-9776**

**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**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT / DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA SÉCURITÉ**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division/Division des  
services professionnels en informatique

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Quebec

K1A0S5

<b>Title - Sujet</b> Project Management	
<b>Solicitation No. - N° de l'invitation</b> W6369-18DE41/A	<b>Date</b> 2018-11-01
<b>Client Reference No. - N° de référence du client</b> W6369-18DE41	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$IPS-003-34039	
<b>File No. - N° de dossier</b> 003ips.W6369-18DE41	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-11-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kelly, James	<b>Buyer Id - Id de l'acheteur</b> 003ips
<b>Telephone No. - N° de téléphone</b> (613) 944-4482 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 2 Constellation Crescent OTTAWA Ontario K2G 5J9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Del. Offered Liv. offerte
						Destination	FOB/FAM Plant/Usine	
1	Project Management and Engineering Support Service	W6369	W6369	1	Each	\$	\$	See Herein

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**BID SOLICITATION  
FOR CONTRACT(S) AGAINST A SUPPLY ARRANGEMENT FOR  
TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
FOR  
THE DEPARTMENT OF NATIONAL DEFENCE**

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**List of Annexes to the Resulting Contract:**

Annex A Statement of Work

Annex B Basis of Payment

Annex C Security Requirements Check List

**List of Attachment to Part 3 (Bid Preparation Instructions):**

-Attachment 3.1: Bid Submission Form

-Attachment 3.2: Electronic Payment Instruments

**List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):**

-Attachment 4.1: **Mandatory Technical Criteria**

-Attachment 4.2: **Point-Rated Technical Criteria**

-Attachment 4.3: Pricing Schedule

**List of Attachment to Part 5 (Certifications):**

-Attachment 5.1: Federal Contractors Program for Employment Equity - Certification

**BID SOLICITATION**

**FOR CONTRACT(S) AGAINST A SUPPLY ARRANGEMENT FOR  
TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

**FOR  
THE DEPARTMENT OF NATIONAL DEFENCE**

**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 attachments and 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 the Department of National Defence (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 two contracts, each for two years plus three one-year irrevocable options allowing Canada to extend the term of the contracts.
- (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) This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- (f) 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."
- (g) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.
- (h) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in all the Resource Categories listed in subsection (j) below and in the National Capital 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.
- (i) 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.
- (j) 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
A.6 Programmer/Software Developer	2
A.6 Programmer/Software Developer	3
A.8 System Analyst	2
A.8 System Analyst	3
A.10 Test Coordinator	2
A.10 Test Coordinator	3
A.12 Web Architect	2
A.12 Web Architect	3
1.5 IM Architect	2
1.5 IM Architect	3
I.6 Network Analyst	2
I.6 Network Analyst	3
I.10 Technical Architect	2
I.10 Technical Architect	3
B.1 Business Analyst	2
B.1 Business Analyst	3

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B.9 Courseware Developer	2
B.9 Courseware Developer	3
B.12 Network Support Specialist	2
B.12 Network Support Specialist	3
B.14 Technical Writer	2
B.14 Technical Writer	3
P.1 Change Management Consultant	2
P.1 Change Management Consultant	3
P.9 Project Manager	2
P.9 Project Manager	3
P.10 Project Scheduler	2
P.10 Project Scheduler	3
P.12 Risk Management Specialist	2
P.12 Risk Management Specialist	3
C.3 IT Security TRA and SA&A Specialist	2
C.3 IT Security TRA and SA&A Specialist	3
C.6 IT Security Engineer	2
C.6 IT Security Engineer	3

### 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 (2018-06-21) 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:
  - (i) at the time of submitting an arrangement under the Request for Supply Arrangement (RFS), 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 or through epost Connect if the Bidder chooses to use this service.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile 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 10 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 Ontario.

**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) The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under any resulting contract will belong to Canada, on the following grounds:
- (i) National Security

**2.7 Volumetric Data**

The estimated number of days for each resource has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by

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Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### (a) Epost Connect Bid Submission

- (i) If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.
- (ii) The bid must be gathered per section and separated as follows:
  - (A) Section I: Technical Bid
  - (B) Section II: Financial Bid
  - (C) Section III: Certifications

#### (b) Soft Copy Bid Submission ( USB)

- (i) If the Bidder chooses to submit its bid in soft copy via the PWGSC Bid Receiving Unit, Canada requests that the Bidder submits its bid in separate sections as follows:
  - (A) Section I: Technical Bid – One soft copy on a USB key
  - (B) Section II: Financial Bid – One soft copy on a SEPARATE USB key
  - (C) Section III: Certifications – One soft copy on a USB key
- (c) If the Bidder is simultaneously providing an epost Connect copy and soft copy of the bid and if there is a discrepancy between the wording of the epost Connect copy and soft copy, the wording of the epost Connect copy will have priority over the wording of the soft copy.
- (d) Canada is not requesting a hard copy of the bid. However, if the Bidder submits a hard copy of its bid, and if there is a discrepancy between the wording of the soft or epost Connect copy and the hard copy, the wording of the soft or epost Connect copy will have priority over the wording of the hard copy.
- (e) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (f) **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.
- (g) **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

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(<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.

(h) **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.
- (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. .

(i) **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 - Attachment "3.1" 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 appears 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:**

(A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment "4.1", 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 Attachment "4.1", 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.

(B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment "4.2", 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 Attachment "4.2", 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) **For Proposed Resources:** The technical bid must include résumés for the resources as identified in Attachment "4.1" and "4.2". The same individual must not be proposed for more than one Resource

(v) **Category.** 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). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive.

- (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). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive.
- (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) **Customer Reference Contact Information:**

- (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the information required by Corporate Criteria CM1 of Attachment "4.1".

- (B) The form of question to be used to request confirmation from customer references is as follows:

*Please confirm all the following facts for contract number [the contract number] awarded by your organization to [the Bidder]:*

1. *[the Bidder] provided professional services to your organization under this contract in support of information technology or information management activities;*
2. *The contract was awarded within the past five years prior to [the solicitation closing date];*
3. *The contract value was at least \$5 Million; and*
4. *The Bidder provided at least 15 resources simultaneously for a period of at least 12 consecutive months under this contract.*

\_\_\_ *Yes, the Bidder has provided my organization with the services described in items 1 through 4 above.*

\_\_\_ *No, the Bidder has not provided my organization with the services described in items 1 through 4 above.*

\_\_\_ *I am unwilling or unable to provide any information about the services described in items 1 through 4 above.*

*Please provide your confirmation of the facts above by placing an X next to the answer you deem the most appropriate response for the contract number referenced above. (Please choose one answer only).*

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment "4.3". 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.

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- (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) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:
- (i) the rate bid for level three must be the same or higher than that bid for level two, and
  - (ii) the rate bid for level two must be the same or higher than the rate bid for level one.
- (d) **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.
- (e) **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.
- (f) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment "3.2" Electronic Payment Instruments, to identify which ones are accepted. If Attachment "3.2" 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.

### 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 the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (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 Attachment 4.1 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 Attachment 4.2.

(c) **Number of Resources Evaluated:**

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachment 4.1 and 4.2. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix C of Annex A.

(d) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders to be recommended for contract award.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

**4.3 Financial Evaluation**

- (a) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (b) Financial Evaluation - Method A

below). The second method will be used if fewer than three bids are determined responsive (see (c) Financial Evaluation - Method B below).

- (b) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:

(i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders and the Firm Per Diem Median Rate Evaluation Method explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates, or Median Rate(s) if applicable, for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.3 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

(ii) **Firm Per Diem Median Rate Evaluation**

(A) **Use:** The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the Lower Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.

(B) **Calculation for both the Initial Contract Period and the Option Period medians:**

Using the per diem rate proposed for each individual Resource Category a Median Rate will be determined for each Resource Category for the Initial Contract Period, and for each of the option period(s). For each Resource Category, the Median Rate will be calculated using the median function in Microsoft Excel. A Lower Band Limit will be calculated for each Resource Category and will represent a range that encompasses the Median Rate to a value of minus (-) 20% of the Median Rate. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Median Rate for that Resource Category.

For example, if the Median Rate (Y) is determined to be \$500 for a Resource Category, the Lower Band Limit would be minus (-) 20% of \$500, or \$400. If a Bidder proposes a firm per diem rate that is lower than \$400, the Median Rate of \$500 will be used in the Bidder's financial evaluation for that Resource Category.

- (c) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.3 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

(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) 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) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (b) The responsive bid(s) that obtain(s) the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.
  - (i) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:  
$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (bidders, please refer to the maximum technical points in Attachment 4.2)}} \times 60 = \text{Total Technical Score}$$

- (ii) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Lowest Financial Evaluated Price}}{\text{The Bidder's Financial Evaluated Price}} \times 40 = \text{Total Financial Score}$$

- (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$

- (c) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total *Technical Score* will become the top-ranked bidder. In the event of identical Total Bidder Scores and Total Technical Scores occurring, then the bid with the highest Total Financial Score will become the top-ranked Bidder.
- (d) A maximum of two contract(s) may be awarded in total as a result of this solicitation.
- (e) 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.
- (f) **Contract Funding Allocation:** Where more than one contract is awarded, each contract will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:

<i><b>Bidder</b></i>	<i><b>Total Bidder Score</b></i>	<i><b>Fund Allocation Formula</b></i>	<i><b>Total Funds</b></i>
X	98	98/187x100= 52.41%	\$10,481,283.42
Y	89	89/187x100= 47.59%	\$ 9,518,716.58
<b>Total</b>	<b>187</b>	<b>100%</b>	<b>\$20,000,000.00</b>
<b>Total Funds Available: \$20,000,000.00</b>			

**NOTE: This is an example only. Actual numbers will be determined after bid evaluation.**

- (g) Where one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;



## 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 Attachment 5.1, 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.

### 5.2 Additional Certifications Precedent to Contract Award

#### (a) 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.

**(b) Certification of Language – English 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 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.

**(c) 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; and
  - (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.
- (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.

### **6.3 Controlled Goods Requirement**

- (a) SACC Manual clause A9130T (2014-11-27) Controlled Goods Program -Bid
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

## 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 Department of National Defence.
- (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 Technical 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) **Allocation of Task Authorizations:**
- (i) More than one Contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
- (ii) Contractors will be issued TAs with a combined dollar value that is in proportion to the percentage values determined in the Fund Allocation Formula. For example, based on the example and numbers used in the Fund Allocation Formula, Contractor X would be issued TAs with a combined total dollar value of approximately 52.41% of the combined total dollar value of all the issued TAs.

<b>Contractor</b>	<b>Total Bidder Score</b>	<b>Fund Allocation Formula</b>	<b>Total Funds</b>
X	98	$98/187 \times 100 = 52.41\%$	\$10,481,283.42
Y	89	$89/187 \times 100 = 47.59\%$	\$ 9,518,716.58

<b>Total</b>	<b>187</b>	<b>100%</b>	<b>\$20,000,000.00</b>
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- (iii) Canada will make a reasonable effort to ensure that the dollar value of the TAs issued to the Contractors are proportionally balanced throughout the Contract Period based on the percentage values in the Fund allocation Formula. A review of TAs issued to the Contractors will be conducted at six-month intervals and at the beginning of each fiscal year to confirm proportional utilization and distribution of the TAs. Should a contractor refuse a TA under the Contract the next Contractor, under the same allocation process, will be offered the draft TA. The dollar value of the refused TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to one or more of the other contractors. Should all Contractors refuse a TA under the Contract, Canada reserves the right to use other methods of supply. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the contractor propose another resource and the contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next contractor, under the same allocation process.
- (c) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex A.
- (d) **Form and Content of draft Task Authorization:**
- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.
- (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) milestone dates for deliverables and payments (if applicable);
  - (G) the number of person-days of effort required;
  - (H) whether the work requires on-site activities and the location;
  - (I) the language profile of the resources required;
  - (J) the level of security clearance required of resources;
  - (K) 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

(L) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 5 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.

(f) **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 \$1.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority; and
- (ii) for any TA with a value greater than this amount, a TA must be signed by the Technical 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.

(g) **Administration of Task Authorization Process for DND:** The administration of the Task Authorization process will be carried out by DES Proc 3-3. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

(h) **Periodic Usage Reports:**

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1<sup>st</sup> quarter: April 1 to June 30;
- (B) 2<sup>nd</sup> quarter: July 1 to September 30;
- (C) 3<sup>rd</sup> quarter: October 1 to December 31; and
- (D) 4<sup>th</sup> quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

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- (iii) Each report must contain the following information for each validly issued TA (as amended) :
- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
  - (B) a title or a brief description of each authorized task;
  - (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
  - (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
  - (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
  - (F) the start and completion date for each authorized task; and
  - (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):
- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
  - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.
- (i) **Refusal of Task Authorizations or Submission of a Response which is not Valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B – Basis of Payment.
- (j) **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 \$20,000.00.
- (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
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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) 4007 (2010-08-16), Supplemental General Conditions - Canada 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 and related clauses provided by the Contract Security Program, applies to and forms part of the Contract.

- a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **TOP SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b) This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
- c) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information and/or assets bearing the caveat "CANADIAN EYES ONLY" **must be citizens of Canada** and EACH hold a valid personnel security screening at the level of **TOP SECRET and TOP SECRET SIGINT**, granted or approved by the CISD, PWGSC.
- d) The Contractor personnel requiring access to **FOREIGN RESTRICTED** information and/or assets bearing the caveat "CANADIAN EYES ONLY" **must be citizens of Canada** and EACH hold a valid personnel security screening at the level of **TOP SECRET and TOP SECRET SIGINT**, granted or approved by the CISD, PWGSC.
- e) The Contractor personnel requiring access to COMSEC information/assets **must be a citizen of Canada**, hold a valid security clearance commensurate with the information/assets that will be accessed, have a need-to-know and have undergone a COMSEC briefing and signed a COMSEC Briefing certificate. Access by foreign nationals or resident aliens must be approved by the Head of IT Security Client Services at CSEC on a case-by-case basis.
- f) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- g) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- h) The Contractor must complete and submit a **Foreign Ownership, Control and Influence (FOCI)** Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to **COMSEC and FOREIGN** information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".
- i) The Contractor shall at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
- j) All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
- k) The Contractor must comply with the provisions of the:
  - i) Security Requirements Check List and security guide (if applicable), attached at Annex C;

- ii) *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 two 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 three additional one-year 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: James Kelly

Title: Supply Team Leader

Public Works and Government Services Canada - Procurement Branch

Directorate: Professional Services Procurement Directorate

Address: 2 Constellation Crescent, Ottawa, Ontario

Telephone: (613) 944-4482

E-mail address: james.kelly@tpsgc-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) **Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical 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 Technical Authority; however, the Technical 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**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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 Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the National Capital Region. The Contractor will be paid for actual time spent travelling at half the hourly rate. The hourly rate will be determined by dividing the firm per diem rate set out in Annex B by 7.5 hours. All payments are subject to government audit.
- (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) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in

the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

- (v) **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 excluded 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.

**Note to Bidders:** *If applicable, the Electronic Payment Instrument(s) indicated by the Bidder in Attachment "3.2" will be included in any resulting contract.*

- (d) **Electronic Payment of Invoices – Contract** *[reproduce below, the information from Attachment "3.2" Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.]*

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) **Payment Credits**

- (i) **Failure to Provide Resource:**

- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
  - (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
  - (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

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- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.
- (g) **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 Technical 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 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

#### **7.14 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) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information.
  - (c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;
  - (d) Annex A, Statement of Work - Annex A including its Appendices as follows:
    - (i) Appendix A to Annex A - Tasking Assessment Procedure;
    - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
    - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
    - (iv) Appendix D to Annex A - Certifications at the TA stage;
    - (v) Appendix E to Annex A – Non-Disclosure Agreement;
  - (e) Annex B, Basis of Payment;
  - (f) Annex C, Security Requirements Check List;
  - (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
-

- (h) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (if the bid was clarified or amended, insert the time of contract award), as clarified on \_\_\_\_\_ "or" as amended \_\_\_\_\_ (insert date(s) of clarification(s) or amendment(s) if applicable.)

#### **7.15 Defence Contract**

- (a) SACC Manual clause A9006C (2012-07-16) Defence Contract

#### **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 Controlled Goods Program**

- (a) SACC Manual clause A9131C (2014-11-27) Controlled Goods Program
- (b) SACC Manual SACC Manual clause B4060C (2011-05-16) Controlled Goods

#### **7.20 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).

**7.21 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- (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.

## 7.22 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 Technical 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 Technical 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.

### **7.23 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.

### **7.24 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 and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. 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.

### **7.25 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 Technical 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.

## 7.26 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 Technical 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.

## 7.27 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

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## ANNEX A

### STATEMENT OF WORK

#### 1. Background

Director General - Information Management Project Delivery (DGIMPD) is responsible to provide project management support and oversight of all DND/CAF IM projects to ensure the successful delivery of IM and C4ISR projects in support of DND/CAF missions and objectives. The scope of these Information Management / Information Technology (IM/IT) related projects may include the following areas:

- Command and Control;
- Computers;
- Communications
- Satellite Systems;
- Intelligence;
- Surveillance;
- Computer networks;
- Software applications;
- Data hosting environments;
- Information Management;
- Business processes; and
- Business transformation.

The DGIMPD projects are grouped into a number of portfolios which are managed by a number of Portfolio Managers within the Division who are responsible for providing projects with support and advice to the Project Directors (PD), Project Managers (PM) and Project Team Leaders within their portfolios, so that solutions are delivered to the end-users in a manner that satisfies their assigned aims and objectives, as documented in the Statement of Requirements (SOR).

Project Management Office (PMO) teams in the Directorate Project Delivery for Intelligence and Surveillance (DPDIS) portfolio are composed of DND civilian and Canadian Forces military personnel charged with the responsibility to define and implement classified information management and information technology projects. Each PMO is responsible for a single project throughout its life cycle. The nature of this work requires a project environment in which much of the work is classified. Projects in this category could involve systems processing Secret, Top Secret, and/or Special Intelligence Information.

Contracted professional service resources are required to augment the PMOs of DPDIS in the identification, definition, and implementation phases of capital projects for the Department of National Defence.

#### 2. Scope

To provide IM/IT support in studying, designing, building and deploying Information management / information technology Solutions. A Solution is defined as a process, product or number of products, either Commercial-Off-The-Shelf (COTS), Government –Off-The-Shelf (GOTS) or custom built, to be designed, built, tested, and integrated with current DND environments. Project support services to the DGIMPD are required for various business and technology projects on an “as-and-when-requested” basis as outlined in this SOW which will include the categories of services specified below.

A.6 Programmer/Software Developer

A.8 System Analyst  
A.10 Test Coordinator  
A.12 Web Architect  
I.5 IM Architect  
I.6 Network Analyst  
I.10 Technical Architect  
B.1 Business Analyst  
B.9 Courseware developer  
B.12 Network Support Specialist  
B.14 Technical Writer  
P.1 Change Management Consultant  
P.9 Project Manager  
P.10 Project Scheduler  
P.12 Risk Management Specialist  
C.3 IT Security TRA and SA&A Analyst  
C.6 IT Security Engineer

### 3. Contract Status Reports

The Contractor must submit monthly Contract Status Reports with the monthly invoices to convey the status of the Contract. The Contract Status Reports may be in the Contractor's format and shall contain the following information:

- a. Contract number;
- b. Month of report;
- c. Details regarding tasks where resources are being sought by the Contractor;
- d. Problem areas affecting the Contract or Task Authorizations;
- e. Proposed resolution/action/correction measure to resolve; and
- f. Status on task progress/TA advancement.

### 4. Contract Management Meetings

Meeting Types: The following three types of meetings will be conducted as part of this SOW:

- 4.1. **Kick-off Meeting:** A kick-off meeting will be held upon award of the Contract to provide an opportunity for the Contractor and DND key personnel to meet. The Contractor must provide a summary of its planning for the completion of work and provision of services. This meeting will also provide the Contractor and DND with an opportunity to seek clarification of any matters related to the Contract. This meeting will be chaired by the Contracting Authority (CA). The meeting date will be determined by agreement between the Parties.
- 4.2. **Progress Review Meetings:** The Contractor must conduct periodic Progress Review Meetings to provide an update on the status of the Work, to identify and highlight problem areas, and discuss progress and to establish baselines for future planning and action. Progress Review meetings must be convened by the Contractor at least once a year, unless DND and the Contractor mutually agree to meet more or less often, if required.
- 4.3. **Ad-hoc Meetings:** Ad-hoc meetings will be convened as necessary to address specific issues or risks as necessary. The requestor of the Ad-hoc Meeting will chair the meeting.
- 4.4. **Location of Meetings:** Meetings will normally be held at DND's facility within the National Capital Region. An alternate location may be determined upon the mutual agreement of DND and the



Contractor. By exception, meetings or reviews may be held by teleconference or videoconference upon mutual agreement by DND and the Contractor.

- 4.5. **General Administrative Support:** The Contractor must provide administrative services to joint DND-Contractor meetings. The Contractor will provide administrative services, upon request from the Technical Authority, to project-related reviews, briefings and visits including preparation and printing of minutes.

## 5. Training

The Contractor will ensure that their resources have current knowledge and skillsets relevant to the Task Authorizations and will bear any and all costs incurred for training. In certain circumstances, contracted resources may require unique training available only through DND to perform a required task. If DND requires a resource to attend said training course, DND will absorb the costs of the training, including tuition. However, time spent by resources on that training must not be charged to DND.

## 6. Security Clearance/Visit Clearance Request

It is the responsibility of the Contractor to have an approved Visit Clearance Request (VCR) before the start of any Work.

## 7. Resource Requirement

### 7.1. General

The Contractor must provide project support services as described below in Article 11 – Tasks, on an “as-and-when-requested” basis by Canada through the issuance of Task Authorizations (TAs) on form (DND 626). Each TA will be issued in accordance with the terms and conditions of this Contract including Appendix A through D of Annex A as well as Article 2 –Task Authorizations.

## 8. Deliverables

- 8.1. Deliverables will be specified within the TA. The scope of work attached to each TA will identify the particular deliverable(s) and tasks that are required to be implemented by the Contractor in the provision of services.
- 8.2. The Contractor must provide various project status updates, as well as, project deliverables, resulting from the tasks performed, as described in the TA.
- 8.3. All Deliverables must be completed in English.

## 9. Travel and Living

- 9.1. The Contractor must provide resources willing and able to travel as-and-when-requested by DND to locations identified in the Travel and Living section of each individual Task Authorisation. All requests for travel must be approved in writing by the Technical Authority or the authorized representative of DND at least 2 weeks before travel departure.
- 9.2. Contractor personnel must prepare and submit a trip report using the Contractors format, to the Technical Authority for review and approval, no later than five (5) working days after return from each trip, as indicated in individual TA`s.

9.3. Travel within the NCR or within 100 kilometers of the NCR, will not be reimbursed.

## **10. Location of Work**

- 10.1. All Work will be performed at various DND facilities within the National Capital Region (NCR). The location of the Work will be identified on each TA.
- 10.2. DND will provide on-site equipment/services (CPU, keyboard, monitor, telephone line and access to the divisional LAN subject to normal security requirements).
- 10.3. Furthermore, DND will provide, subject to normal security requirements, and only to the specified contractor personnel, access to identified databases or applications resident on DND computers or networks for the sole purpose of providing the services associated with this Contract.
- 10.4. Some tasks may require Contractor personnel to use the Department of National Defence Consolidated Secret Network Infrastructure (CSNI) in order to access information, conduct analysis or produce documentation. Access to the CSNI is restricted to citizens of Canada and the United States.
- 10.5. Some tasks may require Contractor personnel to use the Department of National Defence Top Secret Network in order to access information, conduct analysis or produce documentation. Access to the TS domain is restricted to citizens of Canada.
- 10.6. All of the items available above are provided at the discretion of Canada on an as required basis in all cases, and are subject to availability of suitable DND office facilities in the National Capital Region.

## 11. Tasks

#	Resource Category	Level
A.6	Programmer/Software Developer	L2 and L3
A.8	System Analyst	L2 and L3
A.10	Test Coordinator	L2 and L3
A.12	Web Architect	L2 and L3
I.5	IM Architect	L2 and L3
I.6	Network Analyst	L2 and L3
I.10	Technical Architect	L2 and L3
B.1	Business Analyst	L2 and L3
B.9	Courseware Developer	L2 and L3
B.12	Network Support Specialist	L2 and L3
B.14	Technical Writer	L2 and L3
P.1	Change Management Consultant	L2 and L3
P.9	Project Manager	L2 and L3
P.10	Project Scheduler	L2 and L3
P.12	Risk Management Specialist	L2 and L3
C.3	IT Security TRA and SA&A Analyst	L2 and L3
C.6	IT Security Engineer	L2 and L3

## 1 A.6 - Programmer/Software Developer

### 1.1 A.6 - Programmer / Software Developer - Level 2

#### 1.1.1 Scope of Work for the Programmer / Software Developer Level 2

The Contractor must:

- a. Develop and prepare diagrammatic plans for solutions of business, scientific and technical problems by means of computer systems of significant size and complexity;
- b. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
- c. Select and incorporate available software programs;
- d. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
- e. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
- f. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- g. Correct program errors by revising instructions or altering the sequences of operations;
- h. Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference;
- i. Program the computer by encoding project requirements in computer language and enter coded information into the computer;
- j. Confirm program operation by conducting tests and modify program sequence and/or codes;
- k. Provide reference for use of prime and personal computers by writing and maintaining user documentation;
- l. Develop and maintain applications and databases by evaluating and analyzing requirements;
- m. Maintain computer systems and programming guidelines by writing and proposing updated policies and procedures;
- n. Provide design advice on solutions outlined by systems analysts;
- o. Develop and implement solutions outlined by systems analysts; and
- p. Perform other related services as required by the Technical Authority.

#### 1.1.2 Specialties could include but are not limited to:

Certifications, Standards, Protocols, Languages and Products					
<input type="checkbox"/>	Active X	<input type="checkbox"/>	J2EE	<input type="checkbox"/>	PL/SQL Developer
<input type="checkbox"/>	ADS	<input type="checkbox"/>	Java	<input type="checkbox"/>	Power Builder
<input type="checkbox"/>	ASP	<input type="checkbox"/>	Java Script	<input type="checkbox"/>	Rational Rose
<input type="checkbox"/>	BPWin	<input type="checkbox"/>	JDBC	<input type="checkbox"/>	RPG
<input type="checkbox"/>	C++	<input type="checkbox"/>	Jdeveloper	<input type="checkbox"/>	RUP
<input type="checkbox"/>	C#	<input type="checkbox"/>	JSON	<input type="checkbox"/>	SAP
<input type="checkbox"/>	CICS	<input type="checkbox"/>	JSP	<input type="checkbox"/>	SQL Server

<input type="checkbox"/>	Cognos BI	<input type="checkbox"/>	MIL-STD-498	<input type="checkbox"/>	SQL *DBA
<input type="checkbox"/>	Cold Fusion	<input type="checkbox"/>	MS Access	<input type="checkbox"/>	SQL*Forms
<input type="checkbox"/>	CORBA	<input type="checkbox"/>	MS SQL	<input type="checkbox"/>	SQL*Menu
<input type="checkbox"/>	Crystal Reports	<input type="checkbox"/>	MySQL	<input type="checkbox"/>	SQL*Net
<input type="checkbox"/>	Delphi	<input type="checkbox"/>	.Net	<input type="checkbox"/>	SQL*Plus
<input type="checkbox"/>	EbXML	<input type="checkbox"/>	Sharepoint	<input type="checkbox"/>	SQL*Report
<input type="checkbox"/>	ERWin	<input type="checkbox"/>	Netron/CAP	<input type="checkbox"/>	Sybase
<input type="checkbox"/>	Golden	<input type="checkbox"/>	ODBC	<input type="checkbox"/>	TCP/IP
<input type="checkbox"/>	HML	<input type="checkbox"/>	OLAP	<input type="checkbox"/>	Toad
<input type="checkbox"/>	HTML	<input type="checkbox"/>	Oracle APEX	<input type="checkbox"/>	Unisys DBII
<input type="checkbox"/>	IBM DB2	<input type="checkbox"/>	Oracle Form & Reports 6i and above	<input type="checkbox"/>	Linux
<input type="checkbox"/>	IDMS	<input type="checkbox"/>	Oracle Case	<input type="checkbox"/>	Visual Basic
<input type="checkbox"/>	Impromptu	<input type="checkbox"/>	Oracle Database Express	<input type="checkbox"/>	Visual C++
<input type="checkbox"/>	IMS	<input type="checkbox"/>	Oracle Discover	<input type="checkbox"/>	XML
<input type="checkbox"/>	Informix	<input type="checkbox"/>	Perl	<input type="checkbox"/>	
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	PHP	<input type="checkbox"/>	

**1.2 A.6 - Programmer / Software Developer - Level 3****1.2.1 Scope of Work for the Programmer / Software Developer Level 3**

The Contractor must:

- Perform all tasks identified in Level 2 plus;
- Provide guidance and coordination in the coaching, mentoring and training of technical resources in the coding and implementation of solutions;
- Liaise with Senior Management to ensure solutions are produced in alignment with business strategies and standards;
- Brief senior management on development and implementation of solutions; and
- Perform other related services as required by the Technical Authority.

**1.2.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products					
<input type="checkbox"/>	Active X	<input type="checkbox"/>	J2EE	<input type="checkbox"/>	PL/SQL Developer
<input type="checkbox"/>	ADS	<input type="checkbox"/>	Java	<input type="checkbox"/>	Power Builder
<input type="checkbox"/>	ASP	<input type="checkbox"/>	Java Script	<input type="checkbox"/>	Rational Rose
<input type="checkbox"/>	BPWin	<input type="checkbox"/>	JDBC	<input type="checkbox"/>	RPG

<input type="checkbox"/>	C++	<input type="checkbox"/>	Jdeveloper	<input type="checkbox"/>	RUP
<input type="checkbox"/>	C#	<input type="checkbox"/>	JSON	<input type="checkbox"/>	SAP
<input type="checkbox"/>	CICS	<input type="checkbox"/>	JSP	<input type="checkbox"/>	SQL Server
<input type="checkbox"/>	Cognos BI	<input type="checkbox"/>	MIL-STD-498	<input type="checkbox"/>	SQL *DBA
<input type="checkbox"/>	Cold Fusion	<input type="checkbox"/>	MS Access	<input type="checkbox"/>	SQL*Forms
<input type="checkbox"/>	CORBA	<input type="checkbox"/>	MS SQL	<input type="checkbox"/>	SQL*Menu
<input type="checkbox"/>	Crystal Reports	<input type="checkbox"/>	MySQL	<input type="checkbox"/>	SQL*Net
<input type="checkbox"/>	Delphi	<input type="checkbox"/>	.Net	<input type="checkbox"/>	SQL*Plus
<input type="checkbox"/>	EbXML	<input type="checkbox"/>	Sharepoint	<input type="checkbox"/>	SQL*Report
<input type="checkbox"/>	ERWin	<input type="checkbox"/>	Netron/CAP	<input type="checkbox"/>	Sybase
<input type="checkbox"/>	Golden	<input type="checkbox"/>	ODBC	<input type="checkbox"/>	TCP/IP
<input type="checkbox"/>	HML	<input type="checkbox"/>	OLAP	<input type="checkbox"/>	Toad
<input type="checkbox"/>	HTML	<input type="checkbox"/>	Oracle APEX	<input type="checkbox"/>	Unisys DBII
<input type="checkbox"/>	IBM DB2	<input type="checkbox"/>	Oracle Form & Reports 6i and above	<input type="checkbox"/>	Linux
<input type="checkbox"/>	IDMS	<input type="checkbox"/>	Oracle Case	<input type="checkbox"/>	Visual Basic
<input type="checkbox"/>	Impromptu	<input type="checkbox"/>	Oracle Database Express	<input type="checkbox"/>	Visual C++
<input type="checkbox"/>	IMS	<input type="checkbox"/>	Oracle Discover	<input type="checkbox"/>	XML
<input type="checkbox"/>	Informix	<input type="checkbox"/>	Perl	<input type="checkbox"/>	
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	PHP	<input type="checkbox"/>	

## 2 A.8 - System Analyst

### 2.1 A.8 - System Analyst - Level 2

#### 2.1.1 Scope of Work for the System Analyst Level 2

The Contractor must:

- a. Develop and analyse requirements, feasibility, cost, design, and specification documents for systems;
- b. Implement systems to support projects, departments, organizations or businesses;
- c. Translate and analyse business requirements into systems design and specifications;
- d. Analyse alternatives and options for solutions;
- e. Develop and analyse technical specifications for systems development, design and implementation;
- f. Plan a system flow from the ground up;
- g. Interact with internal users and customers to learn and document requirements that are then used to produce business requirements documents;
- h. Write technical requirements from a critical phase;
- i. Interact with designers to understand software limitations;

- j. Analyze and advise programmers during system development, e.g. provide use cases, flowcharts or database design;
- k. Perform system testing;
- l. Document requirements or contribute to user manuals;
- m. Identify, understand and plan for organizational impacts of planned systems, and ensure that new technical requirements are properly integrated with existing processes; and
- n. Perform other related services.

### 2.1.2 Specialties could include but are not limited to:

Certifications, Standards, Protocols, Languages and Products					
<input type="checkbox"/>	Active X	<input type="checkbox"/>	Java Script	<input type="checkbox"/>	RUP
<input type="checkbox"/>	ADS	<input type="checkbox"/>	JDBC	<input type="checkbox"/>	SAP
<input type="checkbox"/>	ASP	<input type="checkbox"/>	JSP	<input type="checkbox"/>	SQL Server
<input type="checkbox"/>	BPWin	<input type="checkbox"/>	MIL-STD-498	<input type="checkbox"/>	SQL *DBA
<input type="checkbox"/>	C++	<input type="checkbox"/>	MS Access	<input type="checkbox"/>	SQL *Forms
<input type="checkbox"/>	C#	<input type="checkbox"/>	MS SQL	<input type="checkbox"/>	SQL *Menu
<input type="checkbox"/>	CICS	<input type="checkbox"/>	MySQL	<input type="checkbox"/>	SQL *Net
<input type="checkbox"/>	Cold Fusion	<input type="checkbox"/>	.Net	<input type="checkbox"/>	SQL *Plus
<input type="checkbox"/>	CORBA	<input type="checkbox"/>	Sharepoint	<input type="checkbox"/>	SQL *Report
<input type="checkbox"/>	Crystal Reports	<input type="checkbox"/>	Netron/CAP	<input type="checkbox"/>	Sybase
<input type="checkbox"/>	Delphi	<input type="checkbox"/>	ODBC	<input type="checkbox"/>	TCP/IP
<input type="checkbox"/>	EbXML	<input type="checkbox"/>	OLAP	<input type="checkbox"/>	Unisys DBII
<input type="checkbox"/>	ERWin	<input type="checkbox"/>	Oracle APEX	<input type="checkbox"/>	Linux
<input type="checkbox"/>	Golden	<input type="checkbox"/>	Oracle Form & Reports 6i and above	<input type="checkbox"/>	Visual Basic
<input type="checkbox"/>	HML	<input type="checkbox"/>	Oracle Case	<input type="checkbox"/>	Visual C++
<input type="checkbox"/>	HTML	<input type="checkbox"/>	Oracle Database Express	<input type="checkbox"/>	XML
<input type="checkbox"/>	IDMS	<input type="checkbox"/>	Oracle Discover	<input type="checkbox"/>	
<input type="checkbox"/>	Impromptu	<input type="checkbox"/>	Perl	<input type="checkbox"/>	
<input type="checkbox"/>	IMS	<input type="checkbox"/>	PHP	<input type="checkbox"/>	
<input type="checkbox"/>	Informix	<input type="checkbox"/>	PL/SQL Developer	<input type="checkbox"/>	
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	Power Builder	<input type="checkbox"/>	
<input type="checkbox"/>	J2EE	<input type="checkbox"/>	Rational Rose	<input type="checkbox"/>	
<input type="checkbox"/>	Java	<input type="checkbox"/>	RPG	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

**2.2 A.8 - System Analyst - Level 3****2.2.1 Scope of Work for the System Analyst Level 3**

The Contractor must:

- a. Perform all tasks identified in Level 2 plus;
- b. Recommend requirements, feasibility, cost, design, and specification documents for systems;
- c. Recommend business requirements into systems design and specifications;
- d. Recommend technical specifications for systems development, design and implementation;
- e. Brief technical details to senior management; and
- f. Perform other related services.

**2.2.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products					
<input type="checkbox"/>	Active X	<input type="checkbox"/>	Java Script	<input type="checkbox"/>	RUP
<input type="checkbox"/>	ADS	<input type="checkbox"/>	JDBC	<input type="checkbox"/>	SAP
<input type="checkbox"/>	ASP	<input type="checkbox"/>	JSP	<input type="checkbox"/>	SQL Server
<input type="checkbox"/>	BPWin	<input type="checkbox"/>	MIL-STD-498	<input type="checkbox"/>	SQL *DBA
<input type="checkbox"/>	C++	<input type="checkbox"/>	MS Access	<input type="checkbox"/>	SQL *Forms
<input type="checkbox"/>	C#	<input type="checkbox"/>	MS SQL	<input type="checkbox"/>	SQL *Menu
<input type="checkbox"/>	CICS	<input type="checkbox"/>	MySQL	<input type="checkbox"/>	SQL *Net
<input type="checkbox"/>	Cold Fusion	<input type="checkbox"/>	.Net	<input type="checkbox"/>	SQL *Plus
<input type="checkbox"/>	CORBA	<input type="checkbox"/>	Netron/CAP	<input type="checkbox"/>	SQL *Report
<input type="checkbox"/>	Crystal Reports	<input type="checkbox"/>	ODBC	<input type="checkbox"/>	Sybase
<input type="checkbox"/>	Delphi	<input type="checkbox"/>	OLAP	<input type="checkbox"/>	TCP/IP
<input type="checkbox"/>	EbXML	<input type="checkbox"/>	Oracle APEX	<input type="checkbox"/>	Unisys DBII
<input type="checkbox"/>	ERWin	<input type="checkbox"/>	Oracle Form & Reports 6i and above	<input type="checkbox"/>	Linux
<input type="checkbox"/>	HML	<input type="checkbox"/>	Oracle Case	<input type="checkbox"/>	Visual Basic
<input type="checkbox"/>	HTML	<input type="checkbox"/>	Oracle Database Express	<input type="checkbox"/>	Visual C++
<input type="checkbox"/>	IDMS	<input type="checkbox"/>	Oracle Discover	<input type="checkbox"/>	XML
<input type="checkbox"/>	Impromptu	<input type="checkbox"/>	Perl	<input type="checkbox"/>	
<input type="checkbox"/>	IMS	<input type="checkbox"/>	PHP	<input type="checkbox"/>	
<input type="checkbox"/>	Informix	<input type="checkbox"/>	PL/SQL Developer	<input type="checkbox"/>	
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	Power Builder	<input type="checkbox"/>	
<input type="checkbox"/>	J2EE	<input type="checkbox"/>	Rational Rose	<input type="checkbox"/>	
<input type="checkbox"/>	Java	<input type="checkbox"/>	RPG	<input type="checkbox"/>	



### **3 A.10 - Test Coordinator**

#### **3.1 A.10 - Test Coordinator - Level 2**

##### **3.1.1 Scope of Work for the Test Coordinator Level 2**

The Contractor must:

- a. Provide advice, guidance and coordinate efforts for test strategies and plans, selection of automated testing tools, and identification of resources required for testing;
- b. Plan, organize, and schedule testing efforts for large systems, including the execution of systems integration tests, specialized tests, and user acceptance testing (e.g., stress tests);
- c. Analyze, test, and certify application-specific software and perform ambiguity reviews of business requirements and functional specification documents;
- d. Provide technical assistance in identifying, evaluating, and resolving highly complex test problems;
- e. Plan and direct quality assurance schedules and assignments, and monitor project status in comparison to cost / time projections;
- f. Log, track, and verify resolution of software and specification defects;
- g. Document all phases of the quality assurance process;
- h. Work with client to establish and maintain a consistent test methodology and to resolve questions during the testing process;
- i. Research new products and industry methodologies and facilitate the development of new concepts, techniques, and standards related to test planning and coordination;
- j. Management of walkthroughs and reviews related to testing and implementation readiness;
- k. Plan and coordinate tests;
- l. Provide walkthroughs and reviews related to testing and implementation readiness;
- m. Provide status reporting;
- n. Develop test scenarios and test scripts;
- o. Meet with system users to understand the scope of projects;
- p. Write and execute test scripts, stress testing, performance testing, functional testing and scalability testing;
- q. Run manual and automated tests in different environments, evaluate the results and document problems found;
- r. Write bug reports;
- s. Ensure testing is completed in accordance with the plan;
- t. Manage and monitor test plans for all levels of testing;
- u. Establish software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- v. Perform integration tests of various software elements, which are required to be distributed on the common infrastructure, ensuring that the software elements conform to appropriate departmental standards (e.g. for performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
- w. Establish validation and verification capability which assumes functional and performance compliance; and
- x. Perform other related services as required by the Technical Authority.

**3.1.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	ASP	<input type="checkbox"/>	MS SQL
<input type="checkbox"/>	C++	<input type="checkbox"/>	Netron/CAP
<input type="checkbox"/>	COBOL	<input type="checkbox"/>	Oracle Peoplesoft
<input type="checkbox"/>	CORBA	<input type="checkbox"/>	PHP
<input type="checkbox"/>	Delphi	<input type="checkbox"/>	PowerBuilder
<input type="checkbox"/>	EbXML	<input type="checkbox"/>	SAP
<input type="checkbox"/>	HML	<input type="checkbox"/>	Sybase
<input type="checkbox"/>	IBM DB2DMS	<input type="checkbox"/>	unisys DBII
<input type="checkbox"/>	IMS	<input type="checkbox"/>	Linux
<input type="checkbox"/>	Informix	<input type="checkbox"/>	Visual Basic
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	XML
<input type="checkbox"/>	JAVA	<input type="checkbox"/>	

**3.2 A.10 - Test Coordinator - Level 3**

**3.2.1 Scope of work for the Test Coordinator Level 3**

The Contractor must:

- a. Perform all tasks identified in Level 2 plus;
- b. Prepare and present test strategies to technical and managerial audiences;
- c. Recommend quality assurance best practices for new and existing systems;
- d. Act as a lead in the creation, preparation, and conduct of quality assurance reviews and the development and execution of test plans and test scripts; and
- e. Perform other related services as required by the Technical Authority.

**3.2.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	ASP	<input type="checkbox"/>	MS SQL
<input type="checkbox"/>	C++	<input type="checkbox"/>	Netron/CAP
<input type="checkbox"/>	COBOL	<input type="checkbox"/>	Oracle Peoplesoft
<input type="checkbox"/>	CORBA	<input type="checkbox"/>	PHP
<input type="checkbox"/>	Delphi	<input type="checkbox"/>	PowerBuilder
<input type="checkbox"/>	EbXML	<input type="checkbox"/>	SAP

<input type="checkbox"/>	HML	<input type="checkbox"/>	Sybase
<input type="checkbox"/>	IBM DB2DMS	<input type="checkbox"/>	unisys DBII
<input type="checkbox"/>	IMS	<input type="checkbox"/>	Linux
<input type="checkbox"/>	Informix	<input type="checkbox"/>	Visual Basic
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	XML
<input type="checkbox"/>	JAVA	<input type="checkbox"/>	

#### 4 A.12 - Web Architect

##### 4.1 A.12 - Web Architect - Level 2

##### 4.1.1 Scope of Work for the Web Architect Level 2

The Contractor must:

- a. Define architecture to be used in web-based projects;
- b. Perform architectural modeling to ensure consistency of the design with existing work;
- c. Create and apply design that maximize usability of existing objects;
- d. Select the development language to be used for the project;
- e. Assess the impact of the new requirements on existing web applications;
- f. Develop code based upon design and requirements documents;
- g. Write code to write to and read from the database;
- h. Unit test the code before releasing it for integration testing;
- i. Monitor the need for architectural and design changes as the project progresses;
- j. Develop test plans for testing the system;
- k. Ensure functionalities have been implemented according to specifications;
- l. Define assumptions and constraints of architecture with regard to physical structure and data collection;
- m. Develop post-implementation plan for monitoring/tracking architecture and design stability;
- n. Design high-usability web pages to meet requirements;
- o. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance tests;
- p. Troubleshoot program and system errors providing root cause analysis and recommended fixes
- q. Prepare written test instructions, specifications, flow charts, diagrams, layouts, programming and operating instructions;
- r. Develop interactive prototypes showing basic form and functionality used for both usability testing and presentations;
- s. Create web pages including graphics and general web site design;
- t. Create databases and other software programs to manage content within web sites; and
- u. Perform other related services.

**4.1.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products	
<input type="checkbox"/>	ActiveX
<input type="checkbox"/>	EbXML
<input type="checkbox"/>	HML
<input type="checkbox"/>	HTML
<input type="checkbox"/>	Java
<input type="checkbox"/>	JavaScript
<input type="checkbox"/>	.Net
<input type="checkbox"/>	Perl
<input type="checkbox"/>	XML

**4.2 A.12 - Web Architect - Level 3**

**4.2.1 Scope of Work for the Web Architect Level 3**

The Contractor must:

- a. Perform all tasks identified in Level 2 plus;
- b. User profiling: Capture the needs, goals, values, expectations and habits of users and forming well defined user groups;
- c. Perform audience analysis;
- d. Prepare scenarios built around defined user profiles and personas and include descriptions of common user tasks;
- e. Develop web content including multi-media and navigation design;
- f. Develop interactive prototypes showing form and functionality to use for both usability testing and presentations;
- g. Brief solutions to senior management to ensure the functionality aligns with business strategies and standards; and
- h. Perform other related services.

**4.2.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products	
<input type="checkbox"/>	ActiveX

<input type="checkbox"/>	EbXML
<input type="checkbox"/>	HML
<input type="checkbox"/>	HTML
<input type="checkbox"/>	Java
<input type="checkbox"/>	JavaScript
<input type="checkbox"/>	.Net
<input type="checkbox"/>	Perl
<input type="checkbox"/>	XML

## 5 I.5 – Information Management (IM) Architect

### 5.1 I.5 – (IM) Architect – Level 2

#### 5.1.1 Scope of Work for the Information Management (IM) Architect Level 2

The Contractor must:

- a. Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration;
- b. Analyzing IM/IT Architectures and defining shared (reusable) metadata;
- c. Developing data models (conceptual, logical, and physical) using data modeling tools;
- d. Develop and document detailed statements of requirements;
- e. Evaluate existing procedures and methods, identify and document system content, structure, and application subsystems, and develop data dictionary;
- f. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- g. Prototype potential solutions, provide tradeoff information and suggest recommended courses of action;
- h. Perform information modeling in support of Business Process Re-Engineering (BPR) implementation;
- i. Perform cost/benefit analysis of implementing new processes and solutions;
- j. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;
- k. Provide guidance in defining new requirements and opportunities for increasing technology efficiency and effectiveness within the organization; and
- l. Perform other related services as required by the Technical Authority.

#### 5.1.2 Specialties could include but are not limited to:

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	BPWin	<input type="checkbox"/>	Silverrun
<input type="checkbox"/>	ERWin	<input type="checkbox"/>	NoSQL

<input type="checkbox"/>	IBM DB2	<input type="checkbox"/>	SQL Server
<input type="checkbox"/>	IDMS	<input type="checkbox"/>	SQL*DBA
<input type="checkbox"/>	Informix	<input type="checkbox"/>	SQL*Forms
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	SQL*Menu
<input type="checkbox"/>	MS Access	<input type="checkbox"/>	SQL*Net
<input type="checkbox"/>	MS SQL	<input type="checkbox"/>	SQL*Plus
<input type="checkbox"/>	Oracle	<input type="checkbox"/>	SQL*Report
<input type="checkbox"/>	Oracle CASE	<input type="checkbox"/>	Big Data
<input type="checkbox"/>	Oracle Financials	<input type="checkbox"/>	

## 5.2 I.5 – (IM) Architect – Level 3

### 5.2.1 Scope of Work for the Information Management (IM) Architect Level 3

The Contractor must:

- Perform all tasks identified in level 2 plus;
- Conduct formal quality assurance on work being undertaken;
- Provide recommendations on IM architecture to Senior Management;
- Create data models (conceptual, logical and physical); and
- Perform other related services as required by the Technical Authority.

### 5.2.2 Specialties could include but are not limited to:

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	BPWin	<input type="checkbox"/>	Silverrun
<input type="checkbox"/>	ERWin	<input type="checkbox"/>	NoSQL
<input type="checkbox"/>	IBM DB2	<input type="checkbox"/>	SQL Server
<input type="checkbox"/>	IDMS	<input type="checkbox"/>	SQL*DBA
<input type="checkbox"/>	Informix	<input type="checkbox"/>	SQL*Forms
<input type="checkbox"/>	Ingres	<input type="checkbox"/>	SQL*Menu
<input type="checkbox"/>	MS Access	<input type="checkbox"/>	SQL*Net
<input type="checkbox"/>	MS SQL	<input type="checkbox"/>	SQL*Plus
<input type="checkbox"/>	Oracle	<input type="checkbox"/>	SQL*Report
<input type="checkbox"/>	Oracle CASE	<input type="checkbox"/>	Big Data
<input type="checkbox"/>	Oracle Financials	<input type="checkbox"/>	

## **6 I.6 - Network Analyst**

### **6.1 I.6 - Network Analyst – Level 2**

#### **6.1.1 Scope of Work for the Network Analyst Level 2**

The Contractor must:

- a. Design, implement, maintain and configure networks;
- b. Plan the integration of networks, provide network analysis, and maintain network operations;
- c. Implement, monitor, and manage particular facets of network technologies;
- d. Provide technical support for networks and network-related activities. Work with vendor representatives and other computing resources to resolve hardware and software problems;
- e. Maintain and share knowledge of particular technologies and products supporting those technologies;
- f. Evaluate new technologies and make recommendations;
- g. Maintain network security and implement disaster recovery procedures;
- h. Inform new users of the appropriate hardware and software specifications for access to the network;
- i. Install or coordinate installation of network hardware and software for use with personal computers, mainframe/personal computer interaction, and network upgrades according to vendor instructions;
- j. Configure equipment with assistance from vendor or other computing resources;
- k. Prepare and maintain procedure manuals and documentation for internal use;
- l. Maintain a reference library to include reference manuals and user guides;
- m. Maintain accurate records and logs of users, equipment serial numbers, service records, maintenance agreements and warranties, wiring schemes and network problems and solutions;
- n. Provide training to users on the proper use of the network and related software;
- o. Design network implementation plans for specific technologies;
- p. Analyze system and network capacity and performance to recommend modifications for improved efficiency and cost effectiveness;
- q. Brief technical details to project team; and
- r. Perform other related services as required by the Technical Authority.

#### **6.1.2 Specialties could include but are not limited to:**

<b>Certifications, Standards, Protocols, Languages and Products</b>	
<input type="checkbox"/>	Cisco
<input type="checkbox"/>	Cisco Application Centric Architecture (ACI)
<input type="checkbox"/>	Juniper
<input type="checkbox"/>	Arista
<input type="checkbox"/>	Avaya
<input type="checkbox"/>	Brocade

<input type="checkbox"/>	VMware NSX
<input type="checkbox"/>	HP

## 6.2 I.6 - Network Analyst – Level 3

### 6.2.1 Scope of Work for the Network Analyst Level 3

The Contractor must:

- a. Perform all tasks identified in level 2 plus;
- b. Act as technical lead for network integration projects;
- c. Coordinate network planning and operations;
- d. Conduct formal quality assurance on work being undertaken;
- e. Provide network design recommendations to Senior Management; and
- f. Perform other related services as required by the Technical Authority.

### 6.2.2 Specialties could include but are not limited to:

Certifications, Standards, Protocols, Languages and Products	
<input type="checkbox"/>	Cisco
<input type="checkbox"/>	Cisco Application Centric Architecture (ACI)
<input type="checkbox"/>	Juniper
<input type="checkbox"/>	Arista
<input type="checkbox"/>	Avaya
<input type="checkbox"/>	Brocade
<input type="checkbox"/>	VMware NSX
<input type="checkbox"/>	HP

## 7 I.10 - Technical Architect

### 7.1 I.10 - Technical Architect – Level 2

#### 7.1.1 Scope of Work for the Technical Architect Level 2

The Contractor must:

- a. Define the overall structure of a particular implementation technology and ensure the technical integrity and consistency of the solution;
- b. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- c. Identify policies and requirements that drive out a particular solution;



- d. Analyze and evaluate alternative technology solutions to meet business problems;
- e. Ensure the integration of all aspects of technology solutions;
- f. Evaluate hardware and software relative to their ability to support specified requirements and by determining potential and actual bottlenecks, improve system performance through recommended hardware and/or software changes;
- g. Review computer software systems and data requirements as well as communication and response needs and determine operating systems and languages needed to support them;
- h. Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- i. Provide information, direction and support for emerging technologies;
- j. Perform impact analysis of technology changes;
- k. Provide support to applications and/or technical support teams in the proper application of existing infrastructure;
- l. Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements;
- m. Brief technical details to Management; and
- n. Perform other related services as required by the Technical Authority.

**7.1.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	Server Hardware	<input type="checkbox"/>	Network Architecture
<input type="checkbox"/>	Blade Server Systems	<input type="checkbox"/>	Cisco Networking
<input type="checkbox"/>	Windows Server	<input type="checkbox"/>	Firewalls
<input type="checkbox"/>	Linux Server	<input type="checkbox"/>	Routers
<input type="checkbox"/>	Host System Software	<input type="checkbox"/>	Load Balancers
<input type="checkbox"/>	Virtualization Technologies	<input type="checkbox"/>	Enterprise Security Appliances
<input type="checkbox"/>	Microsoft Server Applications		Cross Domain Solution Architectures
<input type="checkbox"/>	Storage Area Networks (SAN)	<input type="checkbox"/>	Defence Industry Enterprise Architecture Frameworks (DNDAF, DoDAF, etc)
<input type="checkbox"/>	Network Attached Storage (NAS)	<input type="checkbox"/>	

**7.2 I.10 - Technical Architect – Level 3**

**7.2.1 Scope of Work for the Technical Architect Level 3**

The Contractor must:

- Support the development of a system solution, including the execution and delivery of that solution into production;
- b. Be responsible for system design to ensure that the target applications in the technical architecture will meet non-functional requirements; and
- c. Perform other related services as required by the Technical Authority.

**7.2.2 Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	Server Hardware	<input type="checkbox"/>	Network Architecture
<input type="checkbox"/>	Blade Server Systems	<input type="checkbox"/>	Cisco Networking
<input type="checkbox"/>	Windows Server	<input type="checkbox"/>	Firewalls
<input type="checkbox"/>	Linux Server	<input type="checkbox"/>	Routers
<input type="checkbox"/>	Host System Software	<input type="checkbox"/>	Load Balancers
<input type="checkbox"/>	Virtualization Technologies	<input type="checkbox"/>	Enterprise Security Appliances
<input type="checkbox"/>	Microsoft Server Applications		Cross Domain Solution Architectures
<input type="checkbox"/>	Storage Area Networks (SAN)	<input type="checkbox"/>	Defence Industry Enterprise Architecture Frameworks (DNDAF, DoDAF, etc)
<input type="checkbox"/>	Network Attached Storage (NAS)	<input type="checkbox"/>	

## 8 B.1 – Business Analyst

### 8.1 B.1 – Business Analyst – Level 2

#### 8.1.1 Scope of work for the Business Analyst - Level 2

The contractor must:

- Develop and document statements of requirements (business, user, functional and/or service-level) for considered alternatives (Alternatives may be considered only if they affect business processes/requirements) to ensure that IT-delivered solutions support the business through the implementation process;
- Perform business analyses of functional requirement changes to identify information, procedures, and decision flows in order to assess the impact of change;
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems;
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- Establish acceptance test criteria with client;
- Support and use the selected departmental methodologies; and
- Perform other related services as required by the Technical Authority.

### 8.2 B.1 – Business Analyst – Level 3

#### 8.2.1 Scope of work for the Business Analyst - Level 3

The contractor must:

- a. Perform all tasks identified in level 2 plus; and
- b. Brief Senior Management.

**9 B.9 – Courseware Developer**

**9.1 B.9 – Courseware Developer – Level 2**

**9.1.1 Scope of work for the Courseware Developer Level 2**

The contractor must:

- a. Perform needs assessment/analysis for training purposes;
- b. Plan and monitor training projects;
- c. Perform job, task, and/or content analysis;
- d. Write criterion-referenced, performance-based objectives;
- e. Recommend instructional media and strategies;
- f. Develop performance measurement standards;
- g. Develop training materials;
- h. Prepare end-users for implementation of courseware materials;
- i. Communicate effectively by visual, oral, and written form with individuals, small group, and in front of large audiences; and
- j. Perform other related services as required by the Technical Authority.

**9.2 B.9 – Courseware Developer – Level 3**

**9.2.1 Scope of work for the Courseware Developer Level 3**

The contractor must:

- a. Perform all tasks identified in level 2 plus;
- b. Coordinate work of junior courseware developer resources;
- c. Conduct formal quality assurance on work being undertaken;
- d. Brief courseware documentation to the Senior Management; and
- e. Perform other related services as required by the Technical Authority.

**10 B.12 – Network Support Specialist**

**10.1 B.12 – Network Support Specialist – Level 2**

**10.1.1 Scope of work for Network Support Specialist Level 2**

The contractor must:

- a. Coordinate installation, operation, maintenance, resolution of hardware and software problems, monitoring of traffic, capacity planning, system backup and user training for a Local Area Network.
  - b. Evaluate, test and recommend new data communication hardware and software.
-

- 
- c. Maintain interface with vendor representatives and other computing resources to resolve hardware and software problems.
  - d. Inform new users of the appropriate hardware and software specifications for access to the network.
  - e. Install or coordinate installation of network hardware, software for use with personal computers and mainframe/personal computer interaction, and network upgrades according to vendor instructions.
  - f. Configure equipment with assistance from vendor or other computing resources.
  - g. Prepare and maintain procedure manuals and documentation for internal use.
  - h. Maintain a reference library to include reference manuals and user guides.
  - i. Maintain accurate records and logs of users, equipment serial numbers, service records, maintenance agreements, warranties, wiring schemes and network problems and solutions.
  - j. Develop, implement, participate, and test a network disaster recovery plan.
  - k. Resolve all connectivity and internal technical problems.
  - l. Assist in training users to use the network and related software.
  - m. Perform other related services as required by the Technical Authority.

## **10.2 B.12 – Network Support Specialist – Level 3**

### **10.2.1 Scope of work for Network Support Specialist Level 3**

The contractor must:

- a. Perform all tasks identified in Level 2 plus;
- b. Recommend requirements, feasibility, cost, design, and specification documents for systems;
- c. Recommend business requirements into systems design and specifications;
- d. Recommend technical specifications for systems development, design and implementation;
- e. Brief technical details to senior management; and
- a. Perform other related services as required by the Technical Authority.

## **11 B.14 – Technical Writer**

### **11.1 B.14 – Technical Writer – Level 2**

#### **11.1.1 Scope of work for Technical Writer Level 2**

The contractor must:

- a. Document help text, user manuals, technical documentation, web page content, etc.;
  - b. Review documentation standards and the existing project documentation;
  - c. Determine documentation requirements and makes plans for meeting them;
  - d. Gather information concerning the features and functions provided by the developers;
  - e. Assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each;
  - f. Develop a table of content for each document/manual and write or edit the required content;
  - g. Investigate the accuracy of the information collected by making direct use of the material being documented;
  - h. Prepare or coordinate the preparation of any required illustrations and diagrams;
  - i. Design the layout of documents/manuals;
  - j. Use word-processing, desk-top publishing and graphics software packages to produce final copy; and
  - k. Perform other related services as required by the Technical Authority.
-

## **11.2 B.14 – Technical Writer – Level 3**

### **11.2.1 Scope of work for the Technical Writer Level 3**

The contractor must:

- a. Perform all tasks identified in level 2 plus;
- b. Coordinate work of junior technical writing resources;
- c. Conduct formal quality assurance on work being undertaken;
- d. Brief technical documentation reports to the Senior Management; and
- e. Perform other related services as required by the Technical Authority.

## **12 P.1 – Change Management Consultant**

### **12.1 P.1 – Change Management Consultant – Level 2**

#### **12.1.1 Scope of work for the Change Management Consultant - Level 2**

The contractor must:

- a. Analyze and develop business "critical success factors";
- b. Analyze and develop architecture requirements design, process development, process mapping and training;
- c. Leading other functional staff to define business strategy and processes in support of transformation and change management activities;
- d. Participate in change impact analysis and change management activities;
- e. Participate in organizational realignment (job re-design organizational re-structuring);
- f. Coordinate development of training and coordination with other stakeholders;
- g. Create presentations and present to various stakeholders, and facilitate meetings and discussions; and
- h. Perform other related services as required by the Technical Authority.

### **12.2 P.1 – Change Management Consultant – Level 3**

#### **12.2.1 Scope of work for the Change Management Consultant - Level 3**

The contractor must:

- a. Perform all tasks identified in level 2 plus;
  - b. Plan, coordinate and implement strategic communication plans;
  - c. Coordinate writing projects including defining project scope, developing plans and strategies;
  - d. Brief project technical details to project staff and senior management;
  - e. Lead, brief, coordinate and liaise with senior management on change management activities; and
  - f. Perform other related services as required by the Technical Authority.
-

### **13 P.9 – Project Manager**

#### **13.1 P.9 – Project Manager – Level 2**

##### **13.1.1 Scope of work for the Project Manager Level 2**

The contractor must:

- a. Manage several Project Managers, each responsible for an element of the project and its associated project team;
- b. 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;
- c. Formulate statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;
- d. Define and document objectives for projects; determine budgetary requirements, composition, roles and responsibilities and terms of reference for the project team;
- e. Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- f. Meet in conference with stakeholders and other project managers and state problems in a form capable of being solved;
- g. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems and work with a variety of project management tools;
- h. Define and manage project scope through development of scope statement(s), work breakdown structure(s) and work breakdown structure dictionary;
- i. Define and manage project time through the development and management of activities, sequencing of activities and project schedule;
- j. Define and manage project cost through the development and management of activity resource estimates, overall project cost estimates and project budget;
- k. Plan and manage project quality through the development and management of quality plans, quality assurance and quality control;
- l. Plan and manage project human resources through the development and management of human resource plans, staff estimates and team member performance and the composition, roles and responsibilities and terms of reference for the project team;
- m. Plan and manage project communications through the development and management of project communications plans, project documentation and project communications;
- n. Plan and manage project risk through the development and management of the project risk management plan, the project risk register, and risk analysis;
- o. Plan and manage project procurement through the development and management of the project procurement strategy and plan;
- p. Plan and manage project stakeholder management through the development and management of the project stakeholder management plan and the stakeholder register;
- q. Monitor the design, implementation and operations start-up of the proposed system against established goals, objectives and milestones; and
- r. Perform other related services as required by the Technical Authority.

## **13.2 P.9 – Project Manager – Level 3**

### **13.2.1 Scope of work for the Project Manager Level 3**

The contractor must:

- a. Perform all tasks identified in level 2 plus;
- b. Manage several Projects, each responsible for an element of the project and its associated project teams;
- c. Report progress of projects on an ongoing basis and at scheduled points in the life cycle and report to senior management;
- d. Brief project technical details to project staff and senior management;
- e. Leads, briefs, coordinates and liaises with senior management on project management activities; and
- f. Perform other related services as required by the Technical Authority.

## **14 P.10 – Project Scheduler**

### **14.1 P.10 – Project Scheduler – Level 2**

#### **14.1.1 Scope of work for Project Scheduler Level 2**

The contractor must:

- a. Develop and support project schedules;
- b. Develop and maintain Work Breakdown Structures;
- c. Produce appropriate reports and identify scheduling and/or dependency issues;
- d. Create, conduct and provide critical path analysis;
- e. Assist in schedule co-ordination efforts with internal and external project stakeholders; and
- f. Perform other related services as required by the Technical Authority.

### **14.2 P.10 – Project Scheduler – Level 3**

#### **14.2.1 Scope of work for the Project Scheduler Level 3**

The contractor must:

- a. Perform all tasks identified in level 2 plus;
- b. Lead, brief, coordinate and liaise with senior management on project schedule; and
- c. Perform other related services as required by the Technical Authority.

## **15 P.12 – Risk Management Specialist**

### **15.1 P.12 – Risk Management Specialist – Level 2**

### **15.1.1 Scope of work for Risk Management Specialist Level 2**

The contractor must:

- a. Conduct risk assessments;
- b. Identify project risks;
- c. Recommend alternative solutions, methodologies and strategies for risk mitigation and management;
- d. Produce risk management plans;
- e. Conduct risk assessments for troubled projects to quickly assess associated risks and recommend courses of action to minimize inherent risks;
- f. Assist in prioritization and assignment of risks;
- g. Contribute in the development and/or implementation of Risk Management Plans;
- h. Manage the implementation of Risk Management Plans to identify, analyze, plan, track and control project risks on a continuous basis throughout the project life cycle;
- i. Manage and report on requirements dependencies, with related projects and system interdependencies, that contribute to project implementation strategy risks;
- j. Coach, mentor and train project teams in risk mitigation techniques; and
- k. Perform other related services as required by the Technical Authority.

### **15.2 P.12 – Risk Management Specialist – Level 3**

#### **15.2.1 Scope of work for the Risk Management Specialist Level 3**

The contractor must:

- a. Perform all tasks identified in level 2 plus;
- b. Brief technical and programmatic risk details to project staff and senior management;
- c. Lead, brief, coordinate and liaise with senior management on risk management activities; and
- d. Perform other related services as required by the Technical Authority.



## **16 C.3 IT Security TRA and SA&A Analyst**

### **16.1 C.3 IT Security TRA and SA&A Analyst – Level 2**

#### **16.1.1 Scope of Work for the IT Security TRA and SA&A Analyst Level 2**

The Contractor must:

- a. Review, analyze, and/or apply Federal, Provincial or Territorial IT Security policies, System IT Security Assessment & Accreditation processes, IT Security products, safeguards and best practices, and IT Security risk mitigation strategies;
- b. Identify threats to, and vulnerabilities of operating systems (such as MS, Unix, Linux, and Novell), and wireless architectures;
- c. Identify personnel, technical, physical, and procedural threats to and vulnerabilities of Federal, Provincial or Territorial IT systems;
- d. Develop reports such as: Data security analysis, Concepts of operation, Statements of Sensitivity (SoSs), Threat assessments, Privacy Impact Assessments (PIAs), Non-technical Vulnerability Assessments, Risk assessments, IT Security threat, vulnerability and/or risk briefings;
- e. Conduct Assessment activities such as: Develop Security Assessment Plans; verify that security safeguards meet the applicable policies and standards; validate the security requirements by mapping the system-specific security policy to the functional security requirements, and mapping the security requirements through the various stages of design documents; verify that security safeguards have been implemented correctly and that assurance requirements have been met (this includes confirming that the system has been properly configured, and establishing that safeguards meet applicable standards); conduct Security Testing and Evaluation (ST&E) to determine if the technical safeguards are functioning correctly; and assess the residual risk provided by the risk assessment to determine if it meets an acceptable level of risk;
- f. Conduct Assessment activities such as: review of certification results in the design review documentation by the Accreditation Authority to ensure that the system will operate with an acceptable level of risk and that it will comply with departmental and system security policies and standards and identify conditions under which a system is to operate (for approval purposes). This may include the following types of approvals:
  - i. Developmental approval by both the Operational and the Accreditation Authorities to proceed to the next stage in an IT system's life cycle development if sensitive information is to be handled by the system during development;
  - ii. Operational written approval for the implemented IT system to operate and process sensitive information if the risk of operating the system is deemed acceptable, and if the system is in compliance with applicable security policies and standards; or
  - iii. Interim approval - a temporary written approval to process sensitive information under a set of extenuating circumstances where the risk is not yet acceptable, but there is an operational necessity for the system under development; and
- g. Perform other related services as required by the Technical Authority.

## **16.2 C.3 IT Security TRA and SA&A Analyst – Level 3**

### **16.2.1 Scope of Work for the IT Security TRA and SA&A Analyst Level 3**

The Contractor must:

- a. Perform all tasks identified in Level 2 plus;
- b. Develop and deliver training material relevant to IT Security TRA and SA&A;
- c. Brief senior management;
- d. Review and provide comments related to IT Security TRA and SA&A; and
- e. Perform other related services as required by the Technical Authority.

## **17 C.6 IT Security Engineer**

### **17.1 C.6 IT Security Engineer - Level 2**

#### **17.1.1 Scope of Work for the IT Security Engineer - Level 2**

The Contractor must:

- a. Review, analyze and/or apply:
    - i. Directory Standards such as X.400, X.500, and SMTP;
    - ii. Operating Systems such as MS, Unix, Linux, and Novell;
    - iii. Networking Protocols such as HTTP, FTP, and Telnet;
    - iv. Secure IT architectures fundamentals, standards, communications and security protocols such as IPsec, IPv6, SSL, and SSH;
    - v. IT Security protocols at all layers of the Open Systems Interconnection (OSI) and Transmission Control;
    - vi. Protocol/Internet Protocol (TCP/IP) stacks;
    - vii. Domain Name Services (DNS) and Network Time Protocols (NTP);
    - viii. Network routers, multiplexers and switches;
    - ix. Application, host and/or Network hardening and security best practices such as shell scripting, service identification, and access control;
    - x. Intrusion detection/prevention systems, malicious code defence, file integrity, Enterprise Security Management and/or firewalls;
    - xi. Wireless technology; and
    - xii. Cryptographic Algorithms;
  - b. Identify technical threats to, and vulnerabilities of, networks;
  - c. Manage IT Security configurations;
  - d. Analyze IT Security tools and techniques;
  - e. Analyze security data and provide advisories and reports;
  - f. Analyze IT Security statistics;
  - g. Prepare technical reports such as IT Security Solutions option analysis and implementation plans;
  - h. Provide Independent Verification and Validation (IV&V) support to IT Security related projects including;
-

- i. IT Security audits, including applicable reports, presentations and other documentation;
- ii. Review of contingency plans, Business Continuity Plans and Disaster Response Plans;
- iii. Design/development and conduct IT Security protocols tests and exercises; and
- iv. Project oversight;
- i. Develop and deliver training material related to IT security engineering; and
- j. Perform other related services as required by the Technical Authority.

**Specialties could include but are not limited to:**

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	SSL	<input type="checkbox"/>	X.400/X.500 Directory Standards
<input type="checkbox"/>	HTTP	<input type="checkbox"/>	TCP/IP
<input type="checkbox"/>	FTP	<input type="checkbox"/>	OSI
<input type="checkbox"/>	Telnet	<input type="checkbox"/>	DNS
<input type="checkbox"/>	S-MIME	<input type="checkbox"/>	SMTP
<input type="checkbox"/>	IPSec	<input type="checkbox"/>	NTP IBM
<input type="checkbox"/>	SSH	<input type="checkbox"/>	X.509 Certificate Protocols
<input type="checkbox"/>	CISSP	<input type="checkbox"/>	

## 17.2 C.6 IT Security Engineer - Level 3

### 17.2.1 Scope of Work for the IT Security Engineer - Level 3

The Contractor must:

- a. Perform all tasks identified in Level 2 plus;
- b. Brief senior management;
- c. Review and provide comments related on documents relating to IT security engineering; and
- d. Perform other related services as required by the Technical Authority.

### 17.2.2 Specialties could include but are not limited to:

Certifications, Standards, Protocols, Languages and Products			
<input type="checkbox"/>	SSL	<input type="checkbox"/>	X.400/X.500 Directory Standards
<input type="checkbox"/>	HTTP	<input type="checkbox"/>	TCP/IP
<input type="checkbox"/>	FTP	<input type="checkbox"/>	OSI
<input type="checkbox"/>	Telnet	<input type="checkbox"/>	DNS
<input type="checkbox"/>	S-MIME	<input type="checkbox"/>	SMTP
<input type="checkbox"/>	IPSec	<input type="checkbox"/>	NTP IBM

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Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
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File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

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<input type="checkbox"/>	SSH	<input type="checkbox"/>	X.509 Certificate Protocols
<input type="checkbox"/>	CISSP	<input type="checkbox"/>	

## **APPENDIX A TO ANNEX A**

### **TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.
  2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés 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:
    - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
    - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
    - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment 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 Contract or 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.
    - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
    - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé 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.
    - (vi) A résumé 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 TA Form, 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.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
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File No. – N° du dossier  
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CCC No./N° CCC – FMS No/ N° VME

## APPENDIX B TO ANNEX A TASK AUTHORIZATION FORM

All invoices/progress claims must show the referenced Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - No du contrat	
		Task no. - No de la tâche	
Amendment no. - No de la modification		Increase/Decrease - Augmentation/Réduction	
Previous value - Valeur précédente			
To - À		<b>TO THE CONTRACTOR</b>  You are requested to supply the following services in accordance with the terms of the above referenced Contract. Only services included in the Contract can be supplied against this task.  Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. <b>À L'ENTREPRENEUR</b>  Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seules les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.  Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.  _____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Delivery location - Expédié à			
Delivery/Completion date - Date de livraison/d'achèvement From - De : To - À :			
Contract item no. No d'article du contrat	Services		Cost Prix
	<b>Applicable Taxes</b> <b>Taxes applicables</b>		
	<b>Total</b>		
TECHNICAL AUTHORITY :  _____ Name (type or print) _____ Signature _____  THE CONTRACTOR HEREBY ACCEPTS THE TASK AUTHORIZATION IDENTIFIED ABOVE :  _____ Name (type or print) _____ Signature _____  _____ Title (type or print) _____ Date _____			
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contracting Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the Contract.  NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.  _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

## APPENDIX C TO ANNEX A

### RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

For each criterion that requests a copy of a degree, diploma or certification to be provided and the Contractor has not included a copy of the requested document(s), the Contracting Authority will provide an opportunity to the Contractor to submit it during the assessment period. If the Contractor has not submitted a copy of the document(s) within 2 working days of the request by the Contracting Authority, its quotation will be found to be non-responsive.

A.6 PROGRAMMER / SOFTWARE DEVELOPER LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA			DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The Bidder must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, creating or modifying or integrating software in a computer environment.				
M2	The Bidder must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, designing, building, testing and implementing applications running on Linux or UNIX or Windows servers.				

A.6 PROGRAMMER / SOFTWARE DEVELOPER LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME



<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last five (5) years, developing and implementing Object-Oriented systems and Object Oriented (OO) n-tier applications using OO tools such as Unified Modeling Language (UML) and Rational Unified Process (RUP).</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last five (5) years, designing, developing and supporting web applications using more than one of the following:</p> <p>(i) Client-side scripting frameworks;</p> <p>(ii) Web services;</p> <p>(iii) Extensible Markup Language (XML);</p> <p>(iv) JavaScript Object Notation (JSON);</p> <p>(v) Hypertext Markup Language (HTML); and</p> <p>(vi) Cascading Style Sheets (CSS).</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last five (5) years, using change management tools and processes, in performing source code control, versioning, branching, bug tracking and release management.</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p>		

			Greater than 3 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last five (5) years, using automated unit testing and load testing tools to test software, such as JMeter, Unity Test, LoadRunner, LoadUI and Rational Performance Tester.	3	Greater than 1 year to 2 years = 1 point  Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

<b>A.6 PROGRAMMER / SOFTWARE DEVELOPER LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, creating or modifying or integrating software in a computer environment.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, designing, building, testing and implementing applications running on Linux or UNIX or Windows servers.		

A.6 PROGRAMMER / SOFTWARE DEVELOPER LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, developing and implementing Object-Oriented systems and Object Oriented (OO) n-tier applications using OO tools such as Unified Modeling Language (UML) and Rational Unified Process (RUP).</p>	3	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
R3	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, designing, developing and supporting web applications:</p> <p>(i) Client-side scripting frameworks;</p> <p>(ii) Web services;</p> <p>(iii) Extensible Markup Language (XML);</p> <p>(iv) JavaScript Object Notation (JSON);</p> <p>(v) Hypertext Markup Language (HTML); and</p> <p>(vi) Cascading Style Sheets.</p>	3	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		

<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, using change management tools and processes, including source code control, versioning, branching, bug tracking and release management.	3	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, using automated unit testing and load testing tools to test software, such as as JMeter, Unity Test, LoadRunner, LoadUI and Rational Performance Tester.	3	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

<b>A.8 SYSTEM ANALYST LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing system designs and specifications for IM/IT systems.		

<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of three (3) years' experience, within the last five (5) years, developing system designs and specifications using Rational Unified Process (RUP) framework, or Unified Modeling Language (UML) including storyboarding and System Use Cases (SUC).		
<b>M3</b>	The Contractor must clearly demonstrate that that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing system designs and specifications within <sup>1</sup> High Availability and <sup>2</sup> High Volume Applications within a multi-application, multi-tier, Information Technology (IT) environment.		

<sup>1</sup>High Availability is defined as a system that is expected to operate reliably for 24 hours per day, 365 days per years and an associated implementation that ensures a minimum of 99% operational continuity per year.

<sup>2</sup>High Volume Application is defined as a system that supports more than 100 users across multiple Geographic locations and has a minimum of 10,000 transactions per day.

<b>A.8 SYSTEM ANALYST LEVEL 2</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma= 1 points  Degree = 2 points		

<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, developing system designs and specifications using Rational Unified Process (RUP) framework, or Unified Modeling Language (UML) including storyboarding and System Use Cases (SUC).	3	<p>Greater than 3 years to 4 years = 1 point</p> <p>Greater than 4 years to 5 years = 2 points</p> <p>Greater than 5 years = 3 points</p>		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience analysing and recommending technical specifications for systems development, design and implementation.	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience ensuring new technical requirements are properly integrated with existing processes.	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience identifying, understanding and planning for organizational impacts of planned systems.	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3</p>		

Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
W6369-18DE41

File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

			years = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

A.8 SYSTEM ANALYST LEVEL 3		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing system designs and specifications for IM/IT systems.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing system designs and specifications using Rational Unified Process (RUP) framework and Unified Modeling Language (UML) including storyboarding and System Use Cases (SUC).		
<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing system designs and specifications within <sup>1</sup> High Availability and <sup>2</sup> High Volume Applications within a multi-application, multi-tier Information Technology (IT) environment.		

<sup>1</sup>High Availability is defined as a system that is expected to operate reliably for 24 hours per day, 365 days per years and an associated implementation that ensures a minimum of 99% operational continuity per year.

<sup>2</sup>High Volume Application is defined as a system that supports more than 100 users across multiple Geographic locations and has a minimum of 10,000 transactions per day.

A.8 SYSTEM ANALYST LEVEL 3	CONTRACTOR'S RESPONSE
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ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 point</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, developing system designs and specifications using Rational Unified Process (RUP) framework and Unified Modeling Language (UML) including storyboarding and System Use Cases (SUC).</p>	3	<p>Greater than 5 years to 7 years = 1 point</p> <p>Greater than 7 years to 9 years = 2 points</p> <p>Greater than 9 years = 3 points</p>		
R3	<p>The Contractor should clearly demonstrate that the proposed resource has experience analysing and recommending technical specifications for systems development, design and implementation.</p>	3	<p>Greater than 5 years to 7 years = 1 point</p> <p>Greater than 7 years to 9 years = 2 points</p> <p>Greater than 9 years = 3 points</p>		
R4	<p>The Contractor should clearly demonstrate that the proposed resource has experience ensuring that new technical requirements</p>	3	<p>Greater than 5 years to 7 years = 1 point</p>		



	are properly integrated with existing processes.		Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience identifying, understanding and planning for organizational impacts of planned systems.	3	Greater than 5 years to 7 years = 1 point  Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

<b>A.10 TEST COORDINATOR LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of three (3) years' experience, within the last five (5) years, providing coordination efforts on the development of test strategies and test plans for testing IM/IT solutions, and the selection of automated testing tools.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, planning, organizing, and scheduling testing efforts for IM/IT solutions.		

A.10 TEST COORDINATOR LEVEL 2			CONTRACTOR'S RESPONSE		
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma= 1 points  Degree = 2 points		
R2	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years in providing technical assistance in identifying, evaluating and resolving highly complex test problems.	3	Greater than 1 year to 2 years = 1 point  Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
R3	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, in working with client audiences to establish and maintain a consistent test methodology and to resolve questions during the testing process, recommending quality assurance best practices and presenting prepared test strategies to technical and managerial audiences.	3	Greater than 1 year to 2 years = 1 point  Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
R4	The Contractor should clearly demonstrate that the proposed resource has experience	3	Greater than 1 year to 2 years		

	within the last ten (10) years, in writing and executing test scripts, stress testing, performance testing, functional testing and scalability testing.		= 1 point  Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, in establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures	3	Greater than 1 year to 2 years = 1 point  Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
<b>Total</b>	Maximum: 14 points Minimum: 10 points				

<b>A.10 TEST COORDINATOR LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, providing coordination efforts on the development of test strategies and test plans for testing IM/IT solutions, and the selection of automated testing tools.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of seven (7) years' experience, within the last fifteen (15) years, planning, organizing, and scheduling testing efforts for IM/IT solutions.		

A.10 TEST COORDINATOR LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, providing technical assistance in identifying, evaluating and resolving highly complex test problems.</p>	3	<p>Greater than 5 years to 7 years = 1 point</p> <p>Greater than 7 years to 9 years = 2 points</p> <p>Greater than 9 years = 3 points</p>		
R3	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, working with client audiences to establish and maintain a consistent test methodology and to resolve questions during the testing process, recommending quality assurance best practices and presenting prepared test strategies to technical and managerial audiences.</p>	3	<p>Greater than 5 years to 7 years = 1 point</p> <p>Greater than 7 years to 9 years = 2 points</p> <p>Greater than 9 years = 3 points</p>		

<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, writing and executing test scripts, stress testing, performance testing, functional testing and scalability testing.	3	Greater than 5 years to 7 years = 1 point  Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.	3	Greater than 5 years to 7 years = 1 point  Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>Total</b>	Maximum: 14 points Minimum: 10 points				

A.12 WEB ARCHITECT LEVEL 2		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, designing and creating User Interfaces (UI) for web applications based on business use cases and/or task analysis.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, designing, leading, coordinating and conducting usability testing.		

<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, designing <sup>1</sup> low fidelity and <sup>2</sup> high fidelity User Interface (UI) prototypes iteratively redesigned based on usability testing and feedback.		
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<sup>1</sup>Low Fidelity prototyping – early stage high-level translation of the product and design concepts into testable and tangible artefacts and facilitates the collection and analysis of user demands.

<sup>2</sup>High Fidelity prototyping – highly-functional and interactive prototyping closer to the finalized product, which facilitates usability evaluation to discover potential issues in workflow and interactivity.

A.12 WEB ARCHITECT LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma = 1 point  Degree = 2 points		
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, performing User Interface (UI) design of web applications.	3	Greater than 5 years to 6 years = 1 point  Greater than 6 years to 7 years = 2 points		

			Greater than 7 years = 3 points		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed has experience, within the last ten (10) years, creating usability test reports that include the following:</p> <p>(i) Identify problems and their nature; (ii) Rank them in terms of severity; (iii) Provide recommendations on what to fix; and (iv) Presenting reports to a variety of technical and managerial audiences.</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, designing, leading, coordinating and conducting the following:</p> <p>(i) User needs analysis; (ii) Task analysis; (iii) User profiling or personas; and (iv) Focus groups, interviews, or surveys.</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>Total</b>	Maximum: 11 points Minimum: 8 points				

<b>A.12 WEB ARCHITECT LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen		

	(15) years, designing and creating User Interfaces (UI) for web applications based on Business Use Cases and/or task analysis.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, designing, leading, coordinating and conducting usability testing.		
<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, designing <sup>1</sup> low fidelity and <sup>2</sup> high fidelity User Interface (UI) prototypes iteratively redesigned based on usability testing and feedback.		

<sup>1</sup>Low Fidelity prototyping – early stage high-level translation of the product and design concepts into testable and tangible artefacts and facilitates the collection and analysis of user demands.

<sup>2</sup>High Fidelity prototyping – highly-functional and interactive prototyping closer to the finalized product, which facilitates usability evaluation to discover potential issues in workflow and interactivity.

A.12 WEB ARCHITECT LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(iii) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(i) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 points</p> <p>Degree = 2 points</p>		



<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, performing User Interface (UI) design of web applications.	3	Greater than 10 years to 12 years = 1 point  Greater than 12 years to 14 years = 2 points  Greater than 14 years = 3 points		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed has experience within the last fifteen (15) years, in creating usability test reports that include all the following:  (i) Identify problems and their nature; (ii) Rank them in terms of severity; (iii) Provide recommendations on what to fix; and (iv) Presenting reports to a variety of technical and managerial audiences.	3	Greater than 5 years to 7 years = 1 point  Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, in designing, leading, coordinating and conducting all of the following:  (i) User needs analysis; (ii) Task analysis; (iii) User profiling or personas; and (iv) Focus groups, interviews, or surveys.	3	Greater than 5 years to 7 years = 1 point  Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>Total</b>	Maximum: 11 points Minimum: 8 points				

**I.5 INFORMATION MANAGEMENT (IM) ARCHITECT LEVEL 2****CONTRACTOR'S RESPONSE**

ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience within the last ten (10) years as an IM Architect performing the following activities:</p> <ul style="list-style-type: none"> <li>(i) Analyzing IM/IT Architectures and defining shared (reusable) metadata; and</li> <li>(ii) Developing data models (conceptual, logical, and physical) using a data modeling tools such as SAP PowerDesigner, ERwin or ER/Studio.</li> </ul>		
<b>M2</b>	<p>The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience within the last ten (10) years, developing an architecture for a medium or larger size system or application that has at least 1000 users.</p>		

I.5 INFORMATION MANAGEMENT (IM) ARCHITECT LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <ul style="list-style-type: none"> <li>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</li> <li>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 point</p> <p>Degree = 2 points</p>		

<p><b>R2</b></p>	<p>The Contractor should clearly demonstrate that the proposed resource has experience on IM/IT projects within the last ten (10) years performing at least five (5) task areas identified below:</p> <ul style="list-style-type: none"> <li>(i) Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration;</li> <li>(ii) Analyzing IM/IT Architectures and defining shared (reusable) metadata;</li> <li>(iii) Developing data models (conceptual, logical, and physical) using data modeling tools;</li> <li>(iv) Develop and document detailed statements of requirements;</li> <li>(v) Evaluate existing procedures and methods, identify and document system content, structure, and application subsystems, and develop data dictionary;</li> <li>(vi) Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;</li> <li>(vii) Prototype potential solutions, provide tradeoff information and suggest recommended courses of action;</li> <li>(viii) Perform cost/benefit analysis of implementing new processes and solutions;</li> <li>(ix) Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;</li> <li>(x) Provide guidance in defining new requirements and opportunities for increasing technology efficiency and effectiveness within the organization</li> </ul> <p>A minimum of six (6) months experience is required in any given task area claimed for the experience to be considered.</p>	<p>3</p>	<p>Greater than 5 years to 6 years = 1 point;</p> <p>Greater than 6 years to 7 years = 2 points;</p> <p>Greater than 7 years = 3 points</p>		
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<b>R3</b>	The Contractor should clearly demonstrate the proposed resource has experience, within the last ten (10) years, as an IM Architect performing the following activities:  (i) Analyzing IM/IT Architectures and defining shared (reusable) metadata; and  (ii) Developing data models (conceptual, logical, and physical) using a data modeling tools such as SAP PowerDesigner, ERwin or ER/Studio.	3	Greater than 5 years to 6 years = 1 point;  Greater than 6 years to 7 years = 2 points;  Greater than 7 years = 3 points		
<b>R4</b>	The Contractor should demonstrate that the proposed resource has experience, within the last ten (10) years, working on IM/IT projects within the <sup>1</sup> Public Safety and Defence business domains, which includes any of the following:  (i) Defence (ii) Intelligence (iii) National Security (iv) Enforcement	3	Greater than 1 year to 2 years = 1 point  Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
<b>TOTAL</b>	Maximum Score: 11  Minimum Score: 8				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

<b>I.5 INFORMATION MANAGEMENT (IM) ARCHITECT LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years as an IM Architect performing the following activities:  (i) Analyzing IM/IT Architectures and defining shared (reusable) metadata; and		

	(ii) Developing data models (conceptual, logical, and physical) using a data modeling tools such as SAP PowerDesigner, ERwin or ER/Studio.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years, developing an architecture for a medium or larger size system or application that has at least 1000 users.		

<b>I.5 INFORMATION MANAGEMENT (IM) ARCHITECT LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 point</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience on IM/IT projects within the last fifteen (15) years, performing at least five (5) task areas identified below:</p> <p>(i) Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration;</p> <p>(ii) Analyzing IM/IT Architectures and defining shared (reusable)</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		

	<p>metadata;</p> <p>(iii) Developing data models (conceptual, logical, and physical) using data modeling tools;</p> <p>(iv) Develop and document detailed statements of requirements;</p> <p>(v) Evaluate existing procedures and methods, identify and document system content, structure, and application subsystems, and develop data dictionary;</p> <p>(vi) Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;</p> <p>(vii) Prototype potential solutions, provide tradeoff information and suggest recommended courses of action;</p> <p>(viii) Perform cost/benefit analysis of implementing new processes and solutions;</p> <p>(ix) Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;</p> <p>(x) Provide guidance in defining new requirements and opportunities for increasing technology efficiency and effectiveness within the organization.</p> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>				
<b>R3</b>	<p>The Contractor should clearly demonstrate the proposed resource has experience, within the last fifteen (15) years, as an IM Architect performing the following activities:</p> <p>(i) Analyzing IM/IT Architectures and defining shared (reusable) metadata; and</p> <p>(ii) Developing data models (conceptual, logical, and physical) using a data modeling tools such as SAP</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p>		

	PowerDesigner, ERwin or ER/Studio.		Greater than 14 years = 3 points		
<b>R4</b>	The Contractor should demonstrate that the proposed resource has experience, within the last fifteen (15) years, working on IM/IT projects within the <sup>1</sup> Public Safety and Defence business domains, which includes any of the following:  (i) Defence (ii) Intelligence (iii) National Security (iv) Enforcement	3	Greater than 6 years to 8 years = 1 point  Greater than 8 years to 10 years = 2 points  Greater than 10 years = 3 points		
<b>TOTAL</b>	Maximum Points: 11 points Minimum Points: 8 points				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

<b>I.6 NETWORK ANALYST LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience within the last ten (10) years, working as a Network Analyst in a <sup>1</sup> medium or <sup>2</sup> larger sized networking environment.		
<b>M2</b>	The contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience within the last ten (10) years, performing design and development on network integration projects.		

<sup>1</sup>Medium size refers to the number of network nodes being 500-1000.

<sup>2</sup>Large size refers more than 1000 network nodes.

I.6 NETWORK ANALYST LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining IT products and infrastructure.</p>	3	<p>Greater than 1 years to 3 years = 1 point</p> <p>Greater than 3 years to 5 years = 2 points</p> <p>Greater than 5 years = 3 points</p>		
R3	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last five (5) years, in at least two of the following specialties:</p> <p>(i) Microsoft network operating system products;</p> <p>(ii) VMware operating systems software products;</p> <p>(iii) Cisco Enterprise and Service provider class products;</p> <p>(iv) Internet Protocol Networks; and</p> <p>(v) Applications Integration.</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		



<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last five (5) years, planning, designing or implementing a network security device or system.	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last five (5) years, troubleshooting and testing network devices.	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R6</b>	<p>The Contractor should clearly demonstrate that the proposed resource is certified in one or more of the following:</p> <ul style="list-style-type: none"> <li>(i) CCIE: Cisco Certified Internetwork Expert;</li> <li>(ii) CCNP: Cisco Certified Network Professional;</li> <li>(iii) JNCIE-ENT: Juniper Networks Certified Enterprise Routing and Switching Expert;</li> <li>(iv) CompTIA Network+; and</li> <li>(v) WCNA: Wireshark Certified Network Analyst.</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	<p>1 certificate = 1 point;</p> <p>2 certificates = 2 points;</p> <p>Greater than 2 certificates = 3 points.</p>		
<b>TOTAL</b>	<p>Maximum Score: 17</p> <p>Minimum Score: 12</p>				

I.6 NETWORK ANALYST LEVEL 3		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years, working as a Network Analyst in <sup>1</sup> medium or <sup>2</sup> larger sized networking environment.		
M2	The contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years, performing design and development on network integration projects.		

<sup>1</sup>Medium size refers to the number of network nodes being 500-1000.

<sup>2</sup>Large size refers more than 1000 network nodes.

I.6 NETWORK ANALYST LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma= 1 points  Degree = 2 points		

<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining IT products and infrastructure.	3	<p>Greater than 10 years to 11 years = 1 point</p> <p>Greater than 11 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years in at least two of the following specialties:</p> <p>(i) Microsoft network operating system products;</p> <p>(ii) VMWare operating systems software products;</p> <p>(iii) Cisco Enterprise and Service provider class products;</p> <p>(iv) Internet Protocol Networks; and</p> <p>(v) Applications Integration.</p>	3	<p>Greater than 4 years to 6 years = 1 point</p> <p>Greater than 6 years to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience in the last ten (10) years planning, designing or implementing a network security device or system.	3	<p>Greater than 4 years to 6 years = 1 point</p> <p>Greater than 6 years to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, troubleshooting and testing network devices.	3	<p>Greater than 4 years to 6 years = 1 point</p> <p>Greater than 6 years to 8 years = 2 points</p>		

			years = 2 points  Greater than 8 years = 3 points		
<b>R6</b>	<p>The Contractor should clearly demonstrate that the proposed resource is certified in one or more of the following:</p> <ul style="list-style-type: none"> <li>(i) CCIE: Cisco Certified Internetwork Expert</li> <li>(ii) CCNP: Cisco Certified Network Professional</li> <li>(iii) CCNA: Cisco Certified Network Associate</li> <li>(iv) CCDA</li> <li>(v) JNCIE-ENT: Juniper Networks Certified Enterprise Routing and Switching Expert</li> <li>(vi) CompTIA Network+</li> <li>(vii) WCNA: Wireshark Certified Network Analyst</li> <li>(viii) CCSI</li> <li>(ix) CSSP</li> <li>(x) CCIP</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	<p>1 certificate = 1 point;</p> <p>2 certificates = 2 points;</p> <p>Greater than 2 certificates = 3 points</p>		
<b>TOTAL</b>	<p>Maximum Score: 17 points</p> <p>Minimum Score: 12 points</p>				

I.10 TECHNICAL ARCHITECT LEVEL 2		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing technical architectures, frameworks and strategies.		

<b>M2</b>	The Contractor must demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, analyzing and evaluating alternative technology solutions to meet business problems.		
<b>M3</b>	The Contractor must demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, integrating all aspects of technology solutions and coordinating roll-out of IT solutions across multiple networks and/or across multi-site environments.		

<b>I.10 TECHNICAL ARCHITECT LEVEL 2</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has the following credentials or experience:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma= 1 points  Degree = 2 points		
<b>R2</b>	The Contractor should demonstrate that the proposed resource has experience, within the last ten (10) years, working on IM/IT projects within the <sup>1</sup> Public Safety and Defence business domains, which includes any of the following:  (i) Defence (ii) Intelligence (iii) National Security (iv) Enforcement	3	Greater than 1 year to 2 years = 1 point  Greater than 2 years to 3 years = 2 points		

			Greater than 3 years = 3 points		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the bidder's resource has experience, within the last ten (10) years with all of the following areas:</p> <ul style="list-style-type: none"><li>(i) Developing technical architectures, frameworks and strategies;</li><li>(ii) Documenting and applying relevant policies, standards and regulation; and</li><li>(iii) Evaluating hardware and software relative to their ability to support specified requirements and performance.</li></ul>	3	<p>Greater than 5 year to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate the proposed resource has experience within the last ten (10) years building and integrating IM/IT enterprise architectures with at least three (3) of the following products:</p> <ul style="list-style-type: none"><li>(i) VMware virtualization product line;</li><li>(ii) Enterprise storage architecture: centralized storage area networks (SAN) or Network Attached Storage (NAS);</li><li>(iii) Dell EMC Isilon storage platforms;</li><li>(iv) Hitachi Universal Storage platforms;</li><li>(v) Cisco Enterprise and Service provider class products;</li><li>(vi) Red Hat Enterprise Linux (RHEL);</li><li>(vii) Microsoft Windows Server.</li></ul> <p>A minimum of one (1) year experience is required in any given product area claimed for the experience to be considered.</p>	3	<p>Greater than 3 years to 4 years = 1 point</p> <p>Greater than 4 years to 5 years = 2 points</p> <p>Greater than 5 years = 3 points</p>		
<b>R5</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, planning, designing and implementing enterprise architectures for complex enterprise environment.</p>	3	<p>1 architecture = 1 point</p> <p>2 architectures = 2 points</p>		

	A complex enterprise environment refers to interconnected systems of various services, which can span different geographical locations; and enterprise architecture meaning the scale can support over a thousand users.		Greater than 2 architectures = 3 points		
<b>R6</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, in supporting and maintaining Information Technology (IT) products and services in Secure Domain IM/IT architecture.</p> <p>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels.</p>	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R7</b>	<p>The Contractor should clearly demonstrate that the proposed resource is certified in one or more of the following:</p> <p>(i) Cisco Certifications:</p> <ol style="list-style-type: none"> <li>CCIE (Cisco Certified Internetwork Expert)</li> <li>CCNP (Cisco Certified Network Professional)</li> <li>CCNA (Cisco Certified Network Associate)</li> </ol> <p>(ii) Microsoft Certifications:</p> <ol style="list-style-type: none"> <li>MCITP (Microsoft IT Professional)</li> <li>MCSA (Microsoft Certified Solutions Associated)</li> <li>MCSE (Microsoft Certified Solutions Expert)</li> </ol> <p>(iii) VMware Certified Professional or higher Certifications</p>	3	<p>1 certificate = 1 point</p> <p>2 certificates = 2 points</p> <p>Greater than 2 certificates = 3 points</p>		

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W6369-18DE41

File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

	To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.				
<b>Total</b>	Maximum Score: 20 points Minimum Score: 14 points				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

I.10 TECHNICAL ARCHITECT LEVEL 3		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing technical architectures, frameworks and strategies.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, analyzing and evaluating alternative technology solutions to meet business problems.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, integrating all aspects of technology solutions and coordinating roll-out of IT solutions across multiple networks and/or across multi-site environments.		

I.10 TECHNICAL ARCHITECT LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME



<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following credentials or experience:</p> <ul style="list-style-type: none"> <li>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</li> <li>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies'</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 point</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should demonstrate that the proposed resource has experience, within the last fifteen (15) years, working on IM/IT projects within the <sup>1</sup>Public Safety and Defence business domains, which includes any of the following:</p> <ul style="list-style-type: none"> <li>(i) Defence</li> <li>(ii) Intelligence</li> <li>(iii) National Security</li> <li>(iv) Enforcement</li> </ul>	3	<p>Greater than 6 years to 8 years = 1 point</p> <p>Greater than 8 years to 10 years = 2 points</p> <p>Greater than 10 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, with all of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Developing technical architectures, frameworks and strategies;</li> <li>(ii) Documenting and applying relevant policies, standards and regulation; and</li> <li>(iii) Evaluating hardware and software relative to their ability to support specified requirements and performance.</li> </ul>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate the proposed resource has at experience within the last fifteen (15) years building and integrating IM/IT</p>	3	<p>Greater than 10 years to 12 years = 1 point</p>		

	<p>enterprise architectures with at least five (5) of the following products:</p> <ul style="list-style-type: none"><li>(i) VMware virtualization product line;</li><li>(ii) Enterprise storage architecture: centralized storage area networks (SAN) or Network Attached Storage (NAS);</li><li>(iii) Dell EMC Isilon storage platforms;</li><li>(iv) Hitachi Universal Storage platforms;</li><li>(v) Cisco Enterprise and Service provider class products;</li><li>(vi) Red Hat Enterprise Linux (RHEL);</li><li>(vii) Microsoft Windows Server.</li></ul> <p>A minimum of two (2) years' experience is required in any given product area claimed for the experience to be considered.</p>		<p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R5</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, planning, designing and implementing enterprise architectures for complex enterprise environment.</p> <p>A complex enterprise environment refers to interconnected systems of various services, which can span different geographical locations; and enterprise architecture meaning the scale can support over a thousand users.</p>	3	<p>3 architectures = 1 point</p> <p>4 architectures = 2 points</p> <p>Greater than 5 architectures = 3 points</p>		
<b>R6</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in supporting and maintaining Information Technology (IT) products and services in Secure Domain IM/IT architecture.</p> <p>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		

<b>R7</b>	<p>The Contractor should clearly demonstrate that the proposed resource is certified in one or more of the following:</p> <p>The Contractor should clearly demonstrate that the proposed resource is certified in one or more of the following:</p> <p>(i) Cisco Certifications:</p> <ul style="list-style-type: none"> <li>a. CCIE (Cisco Certified Internetwork Expert)</li> <li>b. CCNP (Cisco Certified Network Professional)</li> <li>c. CCNA (Cisco Certified Network Associate)</li> </ul> <p>(ii) Microsoft Certifications:</p> <ul style="list-style-type: none"> <li>a. MCITP (Microsoft IT Professional)</li> <li>b. MCSA (Microsoft Certified Solutions Associated)</li> <li>c. MCSE (Microsoft Certified Solutions Expert)</li> </ul> <p>(iii) VMware Certified Professional (or higher) Certifications</p> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	<p>1 certificate = 1 point</p> <p>2 certificates = 2 points</p> <p>Greater than 2 certificates = 3 points</p>		
<b>Total</b>	<p>Maximum Score: 20 points</p> <p>Minimum Score: 14 points</p>				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

<b>B.1 BUSINESS ANALYST LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>

<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, performing business analysis of functional requirements to identify business requirements, procedures, methods, subsystems, interfaces, prototypes and decision flows for IM/IT projects.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of three (3) years' experience, within the last ten (10) years, developing use cases for business modelling and business requirements definition.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, contributing to the identification of viable business solution options and recommend a course of action.		
<b>M4</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing process analysis and functional specifications to support the development of automated business processes for IM/IT projects.		
<b>M5</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of three (3) years' experience, within the last ten (10) years, briefing business analysis results and options to technical leads, management and other project teams such as architecture, design, and development.		

<b>B.1 BUSINESS ANALYST LEVEL 2</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or	2	Diploma = 1 points  Degree = 2 points		

	(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.				
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, performing business analysis of functional requirements to identify business requirements, procedures, methods, subsystems, interfaces, prototypes and decision flows for IM/IT projects.	3	Greater than 5 years to 6 years = 1 point  Greater than 6 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, developing process analysis and functional specifications to support the development of automated business processes for IM/IT projects.	3	Greater than 5 years to 6 years = 1 point  Greater than 6 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, conducting interviews and workshops with both business and technical communities for the purpose of gathering and documenting requirements, processes and workflows for IM/IT projects.	3	Greater than 5 years to 6 years = 1 point  Greater than 6 years to 7 years = 2 points  Greater than 7 years = 3 points		

<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, briefing business analysis results and options to technical leads, management and other project teams such as architecture, design, and development.	3	Greater than 3 years to 4 years = 1 point  Greater than 4 years to 5 years = 2 points  Greater than 5 years = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

<b>B.1 BUSINESS ANALYST LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, performing business analysis of functional requirements to identify business requirements, procedures, methods, subsystems, interfaces, prototypes and decision flows for IM/IT projects.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last fifteen (15) years, developing use cases for business modelling and business requirements definition.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, contributing to the identification of viable business solution options and recommend a course of action.		
<b>M4</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, developing process analysis and functional specifications to support the development of automated business processes for IM/IT projects.		

<b>M5</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last fifteen (15) years, briefing business analysis results and options to technical leads, management and other project teams such as architecture, design, and development.		
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<b>B.1 BUSINESS ANALYST LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma = 1 points  Degree = 2 points		
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, performing business analysis of functional requirements to identify business requirements, procedures, methods, subsystems, interfaces, prototypes and decision flows for IM/IT projects.	3	Greater than 8 years to 10 years = 1 point  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		

<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, developing process analysis and functional specifications to support the development of automated business processes for IM/IT projects.	3	Greater than 8 years to 10 years = 1 point  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, conducting interviews and workshops with both business and technical communities for the purpose of gathering and documenting requirements, processes and workflows for IM/IT projects.	3	Greater than 8 years to 10 years = 1 point  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, briefing business analysis results and options to technical leads, management and other project teams such as architecture, design, and development.	3	Greater than 5 years to 7 years = 1 point  Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				



B.9 COURSEWARE DEVELOPER LEVEL 2		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, on IM/IT projects performing needs assessment and analysis for training purposes.		
M2	The Contractor must clearly demonstrate the proposed resource has a minimum of three (3) years' experience, within the last ten (10) years, on IM/IT projects in planning and monitoring training rollout for IM/IT projects.		
M3	The Contractor must clearly demonstrate the proposed resource has a minimum of three (3) years' experience, within the last ten (10) years, on IM/IT projects in developing training material and preparing end-users for training based on developed courseware material.		

B.9 COURSEWARE DEVELOPER LEVEL 2			CONTRACTOR'S RESPONSE		
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials :</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		

<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, in planning and monitoring training rollout for IM/IT projects.	3	Greater than 3 years to 4 years = 1 points  Greater than 4 years to 5 years = 2 points  Greater than 5 years = 3 points		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years on IM/IT projects, developing training material and preparing end-users for training based on developed courseware material.	3	Greater than 3 years to 4 years = 1 points  Greater than 4 years to 5 years = 2 points  Greater than 5 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience working with related technologies such as Adobe Captivate and RoboHelp.	3	Greater than 1 year to 2 years = 1 points  Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has certifications in related technologies such as Adobe Captivate and RoboHelp.	3	1 Certification = 1 point  2 Certifications = 2 points		

	To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.		Greater than 2 Certifications = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

B.9 COURSEWARE DEVELOPER LEVEL 3			CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA		DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, on IM/IT projects performing needs assessment and analysis for training purposes.			
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of six (6) years' experience, within the last fifteen (15) years, on IM/IT projects in planning and monitoring training rollout for IM/IT projects.			
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of six (6) years' experience, within the last ten (10) years, on IM/IT projects in developing training material and preparing end-users for training based on developed courseware material.			

B.9 COURSEWARE DEVELOPER LEVEL 3			CONTRACTOR'S RESPONSE		
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials :	2	Diploma = 1 points		

	<p>(iii) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(iv) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>		Degree = 2 points		
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in planning and monitoring training rollout for IM/IT projects.	3	<p>Greater than 6 years to 8 years = 1 points</p> <p>Greater than 8 years to 10 years = 2 points</p> <p>Greater than 10 years = 3 points</p>		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, on IM/IT projects, developing training material and preparing end-users for training based on developed courseware material.	3	<p>Greater than 6 years to 8 years = 1 points</p> <p>Greater than 8 years to 10 years = 2 points</p> <p>Greater than 10 years = 3 points</p>		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience working with related technologies such as Adobe Captivate and RoboHelp.	3	<p>Greater than 4 years to 6 years = 1 point</p> <p>Greater than 6 years to 8 years = 2 points</p>		

			Greater than 8 years = 3 points		
<b>R5</b>	<p>The Contractor should clearly demonstrate that the proposed resource has certifications in related technologies such as Adobe Captivate and RoboHelp.</p> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	<p>1 Certification = 1 point</p> <p>2 Certifications = 2 points</p> <p>Greater than 2 Certifications = 3 points</p>		
<b>Total</b>	<p>Maximum Score: 14 points</p> <p>Minimum Score: 10 points</p>				

<b>B.12 NETWORK SUPPORT SPECIALIST LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining Information Technology (IT) products, services and infrastructure.		
<b>M2</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of three (3) years' experience, within the last five (5) years, supporting and maintaining Information Technology (IT) products, services and infrastructure in at least two (2) of the following specialties:</p> <p>(i) Microsoft Network Operating System</p> <p>(ii) Internet Protocol Networks</p> <p>(iii) Applications Integration</p>		

<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of three (3) years' experience within the last ten (10) years, in supporting and maintaining Information Technology (IT) products and services in <sup>1</sup> Secure Domain IM/IT architecture.		
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<sup>1</sup>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels.

<b>B.12 NETWORK SUPPORT SPECIALIST LEVEL 2</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma = 1 points  Degree = 2 points		
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining IT products, services and infrastructure.	3	Greater than 5 years to 6 years = 1 point  Greater than 6 years to 7 years = 2 points  Greater than 7		

			years = 3 points		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, in at least two (2) of the following specialties:</p> <ul style="list-style-type: none"> <li>(i) Microsoft network operating system products;</li> <li>(ii) VMWare operating systems software products;</li> <li>(iii) Cisco Enterprise and Service provider class products;</li> <li>(iv) Internet Protocol Networks; and</li> <li>(v) Applications Integration.</li> </ul>	3	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, planning, designing or implementing a network security device or system.</p>	3	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>Total</b>	<p>Maximum Score: 11 points</p> <p>Minimum Score: 8 points</p>				

<b>B.12 NETWORK SUPPORT SPECIALIST LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining Information Technology (IT) products, services and infrastructure.</p>		

<b>M2</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, supporting and maintaining Information Technology (IT) products, services and infrastructure in at least two of the following specialties:</p> <ul style="list-style-type: none"> <li>(i) Microsoft Network Operating System</li> <li>(ii) Internet Protocol Networks</li> <li>(iii) Applications Integration</li> </ul>		
<b>M3</b>	<p>The Contractor must clearly demonstrate that that the proposed resource has a minimum of five (5) years' experience within the last fifteen (15) years, in supporting and maintaining Information Technology (IT) products and services in <sup>1</sup>Secure Domain IM/IT architecture.</p>		

<sup>1</sup>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels.

<b>B.12 NETWORK SUPPORT SPECIALIST LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <ul style="list-style-type: none"> <li>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</li> <li>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		



<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining IT products, services and infrastructure.	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in at least two of the following specialties:</p> <p>(i) Microsoft network operating system products;</p> <p>(ii) VMWare operating systems software products;</p> <p>(iii) Cisco Enterprise and Service provider class products;</p> <p>(iv) Internet Protocol Networks; and</p> <p>(v) Applications Integration.</p>	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, planning, designing or implementing a network security device or system.	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>Total</b>	<p>Maximum Score: 11 points</p> <p>Minimum Score: 8 points</p>				

B.14 TECHNICAL WRITER LEVEL 2		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, working as a Technical Writer (or equivalent title) on IM/IT projects.		
M2	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, planning, researching and preparing technical documentation, such as Statement of Requirements, System Specifications, User Manuals/Guides, and Online technical help content, for IM/IT projects.		
M3	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, working with word-processing and desk-top or web publishing software tools.		

B.14 TECHNICAL WRITER LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		

	To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.				
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, working as a Technical Writer (or equivalent title) on IM/IT projects.	3	Greater than 5 years to 6 years = 1 points  Greater than 6 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, planning, researching and preparing technical documentation such as Statement of Requirements, System Specifications, User Manuals/Guides and Online technical help content, for IM/IT projects.	3	Greater than 5 years to 6 years = 1 points  Greater than 6 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, working with word-processing and desktop or web publishing software tools.	3	Greater than 5 years to 6 years = 1 points  Greater than 6 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>Total</b>	Maximum Score: 11 points Minimum Score: 8 points				

B.14 TECHNICAL WRITER LEVEL 3		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, working as a Technical Writer (or equivalent title) on IM/IT projects.		
M2	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, planning, researching and preparing technical documentation such as Statement of Requirements, System Specifications, User Manuals/Guides, Online technical help content, for IM/IT projects.		
M3	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, working with word-processing and desk-top or web publishing software tools.		

B.14 TECHNICAL WRITER LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or	2	Diploma = 1 points  Degree = 2 points		

	(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.				
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, working as a Technical Writer (or equivalent title) on IM/IT projects.	3	Greater than 8 years to 10 years = 1 points  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		
<b>R3</b>	(vi) The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, planning, researching and preparing technical documentation, such as Statement of Requirements, System Specifications, User Manuals/Guides and Online technical help content, for IM/IT projects.	3	Greater than 8 years to 10 years = 1 points  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, working with word-processing and desk-top or web publishing software tools.	3	Greater than 8 years to 10 years = 1 points  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		

Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
W6369-18DE41

File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

<b>Total</b>	Maximum Score: 11 points	
	Minimum Score: 8 points	

<b>P.1 CHANGE MANAGEMENT CONSULTANT LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing change management plans and strategies.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, evaluating the impact of IM/IT system changes in large-scale organizations that employ 1,000 or more employees.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing new business policies and/or procedures and processes to support business and/or IM/IT system changes.		
<b>M4</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing communication material such as communiques, briefing notes, annual reports and treasury board submissions to support business changes and transformation.		

P.1 CHANGE MANAGEMENT CONSULTANT LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience in information gathering and conducting interviews and workshops with business and technical communities to support projects and initiatives.</p>	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
R3	<p>The Contractor should demonstrate that the proposed resource has experience doing analysis and development of IM/IT service delivery transformation. This includes interacting and collaborating with stakeholders to develop and implement strategies and approaches in support of IM/IT service delivery capabilities.</p>	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7</p>		

Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
W6369-18DE41

File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

			years = 3 points		
<b>Total</b>	Maximum Score: 8 points Minimum Score: 6 points				

<b>P.1 CHANGE MANAGEMENT CONSULTANT LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the past fifteen (15) years, working on a minimum of three (3) IM/IT or business transformation projects with a project budget of \$1 million or more.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the past fifteen (15) years, developing change management plans and strategies.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the past fifteen (15) years, evaluating the impact of IM/IT system changes in large-scale organizations that employ 10,000 or more employees.		
<b>M4</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the past fifteen (15) years, developing new business policies and/or procedures and processes to support business and/or IM/IT system changes.		
<b>M5</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the past fifteen (15) years, developing communication material, such as communiqués, briefing notes, annual reports and treasury board submissions, to support business changes and transformation.		



P.1 CHANGE MANAGEMENT CONSULTANT LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience in information gathering and conducting interviews and workshops with business and technical communities to support projects and initiatives.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
R3	<p>The Contractor should demonstrate that the proposed resource has experience doing analysis and development of IM/IT service delivery transformation. This includes interacting and</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than</p>		

	collaborating with stakeholders to develop and implement strategies and approaches in support of IM/IT service delivery capabilities.		12 years to 14 years = 2 points  Greater than 14 years = 3 points		
<b>Total</b>	Maximum Score: 8 points Minimum Score: 6 points				

P.9 PROJECT MANAGER LEVEL 2		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, performing project management tasks during the initiation and planning phases in an IM/IT environment that has at least 5,000 users, or with a project budget of \$10 Million or more.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, managing the implementation of IM/IT systems projects.		
<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, implementing release management processes supporting the delivery of IM/IT systems project.		
<b>M4</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, implementing risk and issue management processes supporting the delivery of IM/IT systems project.		

P.9 PROJECT MANAGER LEVEL 2	CONTRACTOR'S RESPONSE
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ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should demonstrate that the proposed resource has experience, within the last ten (10) years, in managing a minimum of two (2) or more IM/IT projects. Each project must span a minimum of one (1) year.</p>	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
R3	<p>The Contractor should demonstrate that the proposed resource has a valid:</p> <p>(i) PMP (Project Management Professional Certification); or</p> <p>(ii) PRINCE2 (Projects IN Controlled Environments); or</p> <p>(iii) PMI-SP (Project Scheduling Certification).</p> <p>To demonstrate this requirement, the Bidder is requested to provide a valid copy each Certification with their bid.</p>	3	<p>Each Certification = 1 point</p>		

<b>Total</b>	Maximum Score: 8 points Minimum Score: 6 points	
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<b>P.9 PROJECT MANAGER LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, in performing project management tasks during the initiation and planning phases in a large IM/IT environment that has 10,000 or more users, or with a project budget of \$30 Million or more.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, managing the development and implementation of IM/IT systems projects.		
<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing or implementing release management processes supporting the delivery of IM/IT systems projects.		
<b>M4</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing or implementing of risk and issue management processes supporting the delivery of IM/IT systems projects.		

<b>P.9 PROJECT MANAGER LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>

<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in managing a minimum of three (3) or more IM/IT projects. Each project must span a minimum of two (2) years.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should demonstrate that the proposed resource has one of the following professional project management certifications:</p> <p>(i) PMP (Project Management Professional Certification); or</p> <p>(ii) PRINCE2 (Projects IN Controlled Environments); or</p> <p>(iii) PMI-SP (Project Scheduling Certification).</p> <p>To demonstrate this requirement, the Bidder is requested to provide a valid copy each Certification with their bid.</p>	3	<p>Each Certification = 1 point</p>		
<b>Total</b>	<p>Maximum Score: 8 points</p> <p>Minimum Score: 6 points</p>				

P.10 PROJECT SCHEDULER LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA			DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing and supporting project schedules using Microsoft Project, on one (1) or more IM/IT projects with a duration greater than one (1) year.				
M2	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing and maintaining Work Breakdown Structures, on one (1) or more IM/IT projects with a duration greater than one (1) year.				
M3	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, producing project schedule related reports and identifying scheduling and/or dependency issues, on one (1) or more IM/IT projects with a duration greater than one (1) year.				
M4	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, performing critical path analysis, on one (1) or more IM/IT projects with a duration greater than one (1) year.				

P.10 PROJECT SCHEDULER LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <ul style="list-style-type: none"> <li>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</li> <li>(ii) A diploma (minimum 2 years) from a recognized college in the</li> </ul>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		

	sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.				
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, maintaining project documentation using the suite of Microsoft Office tools including, MS-Word, MS Excel, MS PowerPoint, MS Project, MS Visio, or Adobe Acrobat Professional.	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, in maintaining project schedules using MS Project.	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should demonstrate that the proposed resource has one of the following professional project management certifications:</p> <p>(i) PMP (Project Management Professional Certification);</p> <p>(ii) PRINCE2 (Projects IN Controlled Environments); or</p> <p>(iii) PMI-SP (Project Scheduling Certification).</p> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	Each Certification = 1 point		
<b>Total</b>	Maximum Score: 11 points				

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Minimum Score: 8 points
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P.10 PROJECT SCHEDULER LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA			DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
M1	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing and supporting project schedules using Microsoft Project, for a minimum of three (3) IM/IT projects. Each project must have a duration greater than one (1) year with a project budget of at least \$10M.				
M2	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing and maintaining Work Breakdown Structures, for a minimum of three (3) IM/IT projects. Each project must have a duration greater than one (1) year with a project budget of at least \$10M.				
M3	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, producing project schedule related reports and identifying scheduling and/or dependency issues, for a minimum of three (3) IM/IT projects. Each project must have a duration greater than one (1) year with a project budget of at least \$10M.				
M4	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, performing critical path analysis, for a minimum of three (3) IM/IT projects. Each project must have a duration greater than one (1) year with a project budget of at least \$10M.				

P.10 PROJECT SCHEDULER LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME



<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should demonstrate that the proposed resource has experience, within the last fifteen (15) years, maintaining project documentation using the suite of Microsoft Office tools including, MS Word, MS Excel, MS PowerPoint, MS Project, MS Visio, and/or or Adobe Acrobat Professional.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in maintaining project schedules using MS Project.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		

<b>R4</b>	<p>The Contractor should demonstrate that the proposed resource has one of the following professional project management certifications:</p> <ul style="list-style-type: none"> <li>(i) PMP (Project Management Professional Certification);</li> <li>(ii) PRINCE2 (Projects IN Controlled Environments); or</li> <li>(iii) PMI-SP (Project Scheduling Certification).</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 11 points Minimum Score: 8 points</p>				

<b>P.12 RISK MANAGEMENT SPECIALIST LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, in Identifying project risks and conducting risk assessments for IM/IT projects that are multi-year, large and complex, with a project budget of \$10 Million or more.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, managing risk registers.		

<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the past ten (10) years, managing risk and issue management processes supporting the delivery of Information Technology systems projects.		
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<b>P.12 RISK MANAGEMENT SPECIALIST LEVEL 2</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	The Contractor should demonstrate that the proposed resource, within the last ten (10) years, has experience in conducting risk assessments and developing and implementing risk management, strategies and plans.	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		

<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, using industry standard risk management tools and techniques, such as Probability and Impact Matrix, Delphi Technique, Root Cause Analysis, Risk Register, etc.	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, using an industry standard requirements management software to assist with risk-to-requirements assessment and change impact analysis.	3	<p>Greater than 5 years to 6 years = 1 point</p> <p>Greater than 6 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, using IBM Rational Dynamic Object Oriented Requirements System (DOORS) to assist with risk-to-requirements assessment and change impact analysis.	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R6</b>	<p>The Contractor should demonstrate that the proposed resource has experience, within the last ten (10) years, working on IM/IT projects within the <sup>1</sup>Public Safety and Defence business domains, which includes any of the following:</p> <p>(i) Defence</p> <p>(ii) Intelligence</p> <p>(iii) National Security</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p>		

	(iv) Enforcement		Greater than 3 years = 3 points		
<b>R7</b>	<p>The Contractor should demonstrate that the proposed resource has one of the following professional project management certifications:</p> <ul style="list-style-type: none"> <li>(i) PMP (Project Management Professional Certification);</li> <li>(ii) PRINCE2 (Projects IN Controlled Environments); or</li> <li>(iii) Project Risk Management Certification.</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 20 points</p> <p>Minimum Score: 14 points</p>				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

<b>P.12 RISK MANAGEMENT SPECIALIST LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, identifying project risks and conducting risk assessments for a minimum of three (3) IM/IT projects that are multi-year, large and complex, with a project budget of \$10 million or more.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, analyzing and managing risk management issues by identifying, measuring, and making decisions on operational or enterprise risks for an organization or projects.		
<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the past fifteen		

	(15) years, developing and implementing risk and issue management processes supporting the delivery of IM/IT systems projects.		
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P.12 RISK MANAGEMENT SPECIALIST LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should demonstrate that the proposed resource, within the last fifteen (15) years, has experience in conducting risk assessments and developing and implementing risk management, strategies and plans.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
R3	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, using industry standard risk management tools and techniques, such as Probability and Impact Matrix,</p>	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12</p>		

	Delphi Technique, Root Cause Analysis, Risk Register, etc.		years = 2 points  Greater than 12 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, using an industry standard requirements management software to assist with risk-to-requirements assessment and change impact analysis.	3	Greater than 8 years to 10 years = 1 point  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, using IBM Rational Dynamic Object Oriented Requirements System (DOORS) to assist with risk-to-requirements assessment and change impact analysis.	3	Greater than 3 years to 5 years = 1 point  Greater than 5 to 7 years = 2 points  Greater than 7 years = 3 points		
<b>R6</b>	The Contractor should demonstrate that the proposed resource has experience, within the last fifteen (15) years, working on IM/IT projects within the <sup>1</sup> Public Safety and Defence business domains, which includes any of the following:  (i) Defence (ii) Intelligence (iii) National Security (iv) Enforcement	3	Greater than 6 years to 8 years = 1 point  Greater than 8 years to 10 years = 2 points  Greater than 10 years = 3 points		

<b>R7</b>	<p>The Contractor should demonstrate that the proposed resource has one of the following professional project management certifications:</p> <ul style="list-style-type: none"> <li>(i) PMP (Project Management Professional Certification);</li> <li>(ii) PRINCE2 (Projects IN Controlled Environments); or</li> <li>(iii) Project Risk Management Certification.</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 20 points Minimum Score: 14 points</p>				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

<b>C.3 IT SECURITY AND SA&amp;A ANALYST LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, developing and delivering at least two (2) of the following reports:</p> <ul style="list-style-type: none"> <li>(i) Data security analysis,</li> <li>(ii) Concepts of operation;</li> <li>(iii) Statements of Sensitivity (SoS);</li> <li>(iv) Threat assessments;</li> <li>(v) Non-technical Vulnerability Assessments;</li> <li>(vi) Risk assessments;</li> <li>(vii) IT Security threat; and</li> <li>(viii) Vulnerability and/or risk briefings.</li> </ul>		
<b>M2</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, reviewing, analyzing, and/or applying at least two (2) of the following:</p> <ul style="list-style-type: none"> <li>(i) Federal, Provincial or Territorial IT Security policies;</li> <li>(ii) System IT Security Assessment &amp; Accreditation processes;</li> <li>(iii) IT Security products, safeguards and best practices; and</li> </ul>		



	(iv) IT Security risk mitigation strategies.		
<b>M3</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, in conducting at least two (2) of the following assessment activities:</p> <ul style="list-style-type: none"> <li>(i) Developing security assessment plans;</li> <li>(ii) Verifying that security safeguards meet the applicable policies and standards;</li> <li>(iii) Validating the security requirements by mapping the system-specific security policy to the functional security requirements, and mapping the security requirements through the various stages of design documents;</li> <li>(iv) Verifying that security safeguards have been implemented correctly and that assurance requirement have been met (this includes confirming that the system has been properly configured, and establishing that the safeguards meet applicable standards);</li> <li>(v) Conducting security testing and evaluation (ST&amp;E) to determine if the technical safeguards are functioning correctly; and</li> <li>(vi) Assessing the residual risk provided by the risk assessment to determine if it meets an acceptable level of risk.</li> </ul>		

C.3 IT SECURITY TRA AND SA&A ANALYST LEVEL 2				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME

<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, reviewing certification results in design review documentation by the Accreditation Authority to ensure that a system will operate with an acceptable level of risk, complies with departmental and system security policies and standards and identifying conditions under which a system is to operate.</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, identifying personnel, technical, physical, and procedural threats to and vulnerabilities of Federal, Provincial or Territorial IT systems.</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		

<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource holds the following valid IT Security specific certifications:</p> <ul style="list-style-type: none"> <li>(i) Certified Information Systems Security Professional (CISSP)</li> <li>(ii) Certified Information Systems Auditor (CISA)</li> <li>(iii) Certified Information Security Manager (CISM)</li> <li>(iv) ISACA Certification and Risk and Information Systems Control; and</li> <li>(v) ISO 27001 Lead Auditor Certification</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid</p>	5	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 13 points Minimum Score: 9 points</p>				

<b>C.3 IT SECURITY TRA AND SA&amp;A ANALYST LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing at least two (2) of the following reports:</p> <ul style="list-style-type: none"> <li>(i) Data security analysis,</li> <li>(ii) Concepts of operation;</li> <li>(iii) Statements of Sensitivity (SoS);</li> <li>(iv) Threat assessments;</li> <li>(v) Non-technical Vulnerability Assessments;</li> <li>(vi) Risk assessments;</li> <li>(vii) IT Security threat; and</li> <li>(viii) Vulnerability and/or risk briefings.</li> </ul>		

<b>M2</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, reviewing, analyzing, and/or applying at least two (2) of the following:</p> <ul style="list-style-type: none"> <li>(i) Federal, Provincial or Territorial IT Security policies;</li> <li>(ii) System IT Security Assessment &amp; Accreditation processes;</li> <li>(iii) IT Security products, safeguards and best practices; and</li> <li>(iv) IT Security risk mitigation strategies.</li> </ul>		
<b>M3</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, conducting at least two (2) of the following assessment activities:</p> <ul style="list-style-type: none"> <li>(i) Developing security assessment plans;</li> <li>(ii) Verify that security safeguards meet the applicable policies and standards;</li> <li>(iii) Validating the security requirements by mapping the system-specific security policy to the functional security requirements, and mapping the security requirements through the various stages of design documents;</li> <li>(iv) Verifying that security safeguards have been implemented correctly and that assurance requirement have been met (this includes confirming that the system has been properly configured, and establishing that the safeguards meet applicable standards);</li> <li>(v) Conducting security testing and evaluation (ST&amp;E) to determine if the technical safeguards are functioning correctly;</li> <li>(vi) Assessing the residual risk provided by the risk assessment to determine if it meets an acceptable level of risk.</li> </ul>		

<b>C.3 IT SECURITY TRA AND SA&amp;A ANALYST LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <ul style="list-style-type: none"> <li>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</li> </ul>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		

	(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.				
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, reviewing certification results in design review documentation by the Accreditation Authority to ensure that a system will operate with an acceptable level of risk, complies with departmental and system security policies and standards and identifying conditions under which a system is to operate.	3	<p>Greater than 4 years to 6 years = 1 point</p> <p>Greater than 6 years to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		
<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, identifying personnel, technical, physical, and procedural threats to and vulnerabilities of Federal, Provincial or Territorial IT systems.	3	<p>Greater than 4 years to 6 years = 1 point</p> <p>Greater than 6 years to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		

<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource holds the following IT Security specific certifications:</p> <ul style="list-style-type: none"> <li>(i) Certified Information Systems Security Professional (CISSP)</li> <li>(ii) Certified Information Systems Auditor (CISA)</li> <li>(iii) Certified Information Security Manager (CISM)</li> <li>(iv) ISACA Certification and Risk and Information Systems Control; and</li> <li>(v) ISO 27001 Lead Auditor Certification.</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	5	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 13 points Minimum Score: 9 points</p>				

<b>C.6 IT SECURITY ENGINEER LEVEL 2</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	<p>The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience within the last ten (10) years, working in the development and implementation of IT security applications and infrastructures in any combination of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Host-based Intrusion Prevention System (HIPS);</li> <li>(ii) Wireless Networking Security Technologies;</li> <li>(iii) Intrusion Detection Systems (IDS);</li> <li>(iv) Network Intrusion Prevention System (IPS);</li> <li>(v) Security Information and Event Management (SIEM);</li> <li>(vi) Full Packet Capture (FPC);</li> <li>(vii) Network Access Control (NAC);</li> <li>(viii) Identity Credentials and Access Management (ICAM);</li> <li>(ix) Cross Domain Solution (CDS); and/or</li> <li>(x) Endpoint Protection.</li> </ul> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>		

<b>M2</b>	<p>The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience within the last ten (10) years, working in the development and implementation of IT security applications and infrastructures on <sup>1</sup>Secure Domain IM/IT architecture projects. This include efforts in:</p> <ul style="list-style-type: none"> <li>(i) Documenting systems current-state and/or deficiencies;</li> <li>(ii) Conducting product assessment;</li> <li>(iii) Conducting proof of concept test and validation activities;</li> <li>(iv) Providing integration/implementation strategy and transition planning documentation to support rollout of deliverables; and</li> <li>(v) Identifying in-service support impacts.</li> </ul>		
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<sup>1</sup>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels.

<b>C.6 IT SECURITY ENGINEER LEVEL 2</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <ul style="list-style-type: none"> <li>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</li> <li>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</li> </ul> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, developing network security architectures based on IT security</p>	3	<p>Greater than 1 year to 2 years = 1 point</p>		

	directives (ITSD) and or IT Security Guidance (ITSG) at the Protected B level or higher.		Greater than 2 years to 3 years = 2 points  Greater than 3 years = 3 points		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, developing and documenting system requirements specifications for any one of the following IT security solutions:</p> <ul style="list-style-type: none"> <li>(i) Host-based Intrusion Prevention System (HIPS)</li> <li>(ii) Wireless Networking Security Technologies</li> <li>(iii) Intrusion Detection Systems (IDS)</li> <li>(iv) Network Intrusion Prevention System (IPS)</li> <li>(v) Security Information and Event Management (SIEM)</li> <li>(vi) Full Packet Capture (FPC)</li> <li>(vii) Network Access Control (NAC)</li> <li>(viii) Identity Credentials and Access Management (ICAM);</li> <li>(ix) Cross Domain Solution (CDS); and/or</li> <li>(x) Endpoint Protection.</li> </ul> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p> <p>Greater than 3 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, working on IM/IT projects to implement cross domain solution (CDS) technologies, involving at least three (3) of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Working with client stakeholders to assess and build upon CDS requirements;</li> <li>(ii) Developing security reference architecture and solution</li> </ul>	3	<p>Greater than 1 year to 2 years = 1 point</p> <p>Greater than 2 years to 3 years = 2 points</p>		



	<p>architecture, based on requirements;</p> <p>(iii) Working with client stakeholders to implement and verify CDS on classified networks;</p> <p>(iv) Evaluating and standardizing CDS technologies, implementations, and contribute to the solution architecture;</p> <p>(v) Working with security subject matter experts (SMEs) to aid in the implementation of existing IT security technologies. These include: firewalls, malicious code inspection, proxy servers, SIEM and protocol-specific inspection technologies (i.e. email inspection, web inspection); and</p> <p>(vi) Contributing to documentation related to the CDS solution, including: System Design Specification (SDS); Implementation Plan; Training Plan; In-Service Support (ISS) Plan; Solution Life-Cycle Plan; and Standard Operating Procedures (SOPs) for administration, technical support and user.</p> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>		Greater than 3 years = 3 points		
<b>R5</b>	<p>The Contractor should clearly demonstrate that the proposed resource holds the following IT Security specific certifications:</p> <p>(i) Certified Information Systems Security Professional (CISSP)</p> <p>(ii) Certified Information Systems Auditor (CISA)</p> <p>(iii) Certified Information Security Manager (CISM)</p> <p>(iv) ISACA Certification and Risk and Information Systems Control; and</p> <p>(v) ISO 27001 Lead Auditor Certification.</p> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	5	Each Certification = 1 point		

<b>Total</b>	Maximum Score 16 points Minimum Score: 11 points
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<b>C.6 IT SECURITY ENGINEER LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, working in the development and implementation of IT security applications and infrastructures in any combination of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Host-based Intrusion Prevention System (HIPS);</li> <li>(ii) Wireless Networking Security Technologies;</li> <li>(iii) Intrusion Detection Systems (IDS);</li> <li>(iv) Network Intrusion Prevention System (IPS);</li> <li>(v) Security Information and Event Management (SIEM);</li> <li>(vi) Full Packet Capture (FPC);</li> <li>(vii) Network Access Control (NAC);</li> <li>(viii) Identity Credentials and Access Management (ICAM);</li> <li>(ix) Cross Domain Solution (CDS); and/or</li> <li>(x) Endpoint Protection.</li> </ul> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>		
<b>M2</b>	<p>The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years, working in the development and implementation of IT security applications and infrastructures on <sup>1</sup>Secure Domain IM/IT architecture projects. This include efforts in:</p> <ul style="list-style-type: none"> <li>(i) Documenting systems current-state and/or deficiencies;</li> <li>(ii) Conducting product assessment;</li> <li>(iii) Conducting proof of concept test and validation activities;</li> <li>(iv) Providing integration/implementation strategy and transition planning documentation to support rollout of deliverables; and</li> <li>(v) Identifying in-service support impacts.</li> </ul>		

<sup>1</sup>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels..

C.6 IT SECURITY ENGINEER LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, developing network security architectures based on IT security directives (ITSD) and or IT Security Guidance (ITSG) at the Protected B level or higher.</p>	3	<p>Greater than 4 to 6 years = 1 point</p> <p>Greater than 6 to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		

<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, developing and documenting system requirements specifications for any one of the following IT security solutions:</p> <ul style="list-style-type: none"> <li>(i) Host-based Intrusion Prevention System (HIPS)</li> <li>(ii) Wireless Networking Security Technologies</li> <li>(iii) Intrusion Detection Systems (IDS)</li> <li>(iv) Network Intrusion Prevention System (IPS)</li> <li>(v) Security Information and Event Management (SIEM)</li> <li>(vi) Full Packet Capture (FPC)</li> <li>(vii) Network Access Control (NAC)</li> <li>(viii) Identity Credentials and Access Management (ICAM);</li> <li>(ix) Cross Domain Solution (CDS); and/or</li> <li>(x) Endpoint Protection.</li> </ul> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>	3	<p>Greater than 4 to 6 years = 1 point</p> <p>Greater than 6 to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, working on IM/IT projects to implement cross domain solution (CDS) technologies, involving at least three (3) of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Working with client stakeholders to assess and build upon CDS requirements;</li> <li>(ii) Developing security reference architecture and solution architecture, based on requirements;</li> <li>(iii) Working with client stakeholders to implement and verify CDS on classified networks;</li> <li>(iv) Evaluating and standardizing CDS technologies, implementations, and contribute to the solution architecture;</li> </ul>	3	<p>Greater than 4 to 6 years = 1 point</p> <p>Greater than 6 to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		

	<p>(v) Working with security subject matter experts (SMEs) to aid in the implementation of existing IT security technologies. These include: firewalls, malicious code inspection, proxy servers, SIEM and protocol-specific inspection technologies (i.e. email inspection, web inspection); and</p> <p>(vi) Contributing to documentation related to the CDS solution, including: System Design Specification (SDS); Implementation Plan; Training Plan; In-Service Support (ISS) Plan; Solution Life-Cycle Plan; and Standard Operating Procedures (SOPs) for administration, technical support and user.</p> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>				
<b>R5</b>	<p>The Contractor should clearly demonstrate that the proposed resource holds the following IT Security specific certifications:</p> <p>(i) Certified Information Systems Security Professional (CISSP)</p> <p>(ii) Certified Information Systems Auditor (CISA)</p> <p>(iii) Certified Information Security Manager (CISM)</p> <p>(iv) ISACA Certification and Risk and Information Systems Control; and</p> <p>(v) ISO 27001 Lead Auditor Certification.</p> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	5	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 16 points</p> <p>Minimum Score: 11 points</p>				

Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
W6369-18DE41

File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

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## **APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE**

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

### **1. CERTIFICATION OF EDUCATION AND EXPERIENCE**

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

---

Print name of authorized individual & sign above

---

Date

### **2. CERTIFICATION OF AVAILABILITY OF PERSONNEL**

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

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Print name of authorized individual & sign above

---

Date

### **3. CERTIFICATION OF STATUS OF PERSONNEL**

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

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Print name of authorized individual & sign above

---

Date

Solicitation No. – N° de l'invitation  
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CCC No./N° CCC – FMS No/ N° VME

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4. CERTIFICATION OF LANGUAGE -

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are 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.

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Print name of authorized individual & sign above

---

Date

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## **APPENDIX E TO ANNEX A NON DISCLOSURE AGREEMENT**

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

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## ANNEX B

### BASIS OF PAYMENT

<<To be completed at Contract Award>>

Resource Category	Level Of Expertise	Initial Contract Period (Yr.1)	Initial Contract Period (Yr.2)	Option Period 1 (Yr. 3)	Option Period 2 (Yr. 4)	Option Period 3 (Yr. 5)
A.6 Programmer/Software Developer	2	\$	\$	\$	\$	\$
A.6 Programmer/Software Developer	3	\$	\$	\$	\$	\$
A.8 System Analyst	2	\$	\$	\$	\$	\$
A.8 System Analyst	3	\$	\$	\$	\$	\$
A.10 Test Coordinator	2	\$	\$	\$	\$	\$
A.10 Test Coordinator	3	\$	\$	\$	\$	\$
A.12 Web Architect	2	\$	\$	\$	\$	\$
A.12 Web Architect	3	\$	\$	\$	\$	\$
1.5 IM Architect	2	\$	\$	\$	\$	\$
1.5 IM Architect	3	\$	\$	\$	\$	\$
I.6 Network Analyst	2	\$	\$	\$	\$	\$
I.6 Network Analyst	3	\$	\$	\$	\$	\$
I.10 Technical Architect	2	\$	\$	\$	\$	\$
I.10 Technical Architect	3	\$	\$	\$	\$	\$
B.1 Business Analyst	2	\$	\$	\$	\$	\$
B.1 Business Analyst	3	\$	\$	\$	\$	\$
B.9 Courseware Developer	2	\$	\$	\$	\$	\$
B.9 Courseware Developer	3	\$	\$	\$	\$	\$
B.12 Network Support Specialist	2	\$	\$	\$	\$	\$
B.12 Network Support Specialist	3	\$	\$	\$	\$	\$
B.14 Technical Writer	2	\$	\$	\$	\$	\$
B.14 Technical Writer	3	\$	\$	\$	\$	\$
P.1 Change Management Consultant	2	\$	\$	\$	\$	\$
P.1 Change Management Consultant	3	\$	\$	\$	\$	\$
P.9 Project Manager	2	\$	\$	\$	\$	\$
P.9 Project Manager	3	\$	\$	\$	\$	\$
P.10 Project Scheduler	2	\$	\$	\$	\$	\$
P.10 Project Scheduler	3	\$	\$	\$	\$	\$
P.12 Risk Management Specialist	2	\$	\$	\$	\$	\$
P.12 Risk Management Specialist	3	\$	\$	\$	\$	\$
C.3 IT Security SA&A Specialist	2	\$	\$	\$	\$	\$
C.3 IT Security SA&A Specialist	3	\$	\$	\$	\$	\$
C.6 IT Security Engineer	2	\$	\$	\$	\$	\$
C.6 IT Security Engineer	3	\$	\$	\$	\$	\$

Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
W6369-18DE41

File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**

Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

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CCC No./N° CCC – FMS No/ N° VME

### ATTACHMENT 3.1

### BID SUBMISSION FORM

BID SUBMISSION FORM		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]  <b>[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.]</b>		
<b>Jurisdiction of Contract:</b> 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)		
<b>Former Public Servants</b>  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"	
<b>Security Clearance Level of Bidder</b>  [include both the level and the date it was granted]		

Solicitation No. – N° de l'invitation  
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003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

**[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.]**

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:

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.

**Signature of Authorized Representative of Bidder**

Solicitation No. – N° de l'invitation  
W6369-18-DE41/A

Amd. No. – N° de la modif.

Buyer ID – Id de l'acheteur  
003ips

Client Ref. No. – N° de réf. du client  
W6369-18DE41

File No. – N° du dossier  
003ips.W6369-18DE41

CCC No./N° CCC – FMS No/ N° VME

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## ATTACHMENT 3.2

### ELECTRONIC PAYMENT INSTRUMENTS

***Remark to Contracting Authority:*** As indicated in Part 3, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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)

## ATTACHMENT 4.1

### MANDATORY TECHNICAL CRITERIA

#### Corporate Criteria

No	Evaluation Criteria	Bidder's Response
CM1	<p>The Bidder must have been awarded two Informatics Professional Services* contracts.</p> <p>To be accepted, each contract:</p> <ol style="list-style-type: none"><li>1. Must have been awarded within the past ten (10) years prior to solicitation closing date;</li><li>2. Must have a minimum contract value of \$5,000,000.00 as last amended; and</li><li>3. The Bidder must have provided at least 15 resources simultaneously for a period of at least 12 consecutive months within the last 5 years.</li></ol> <p>To demonstrate this experience, the bidder must provide customer references for two individual IPS contracts (one reference for each contract). Each reference must include the following information:</p> <ol style="list-style-type: none"><li>(i) A contract serial number or other unique contract identifier;</li><li>(ii) The start date and expiry date of the contract;</li><li>(iii) The contract value, including GST/HST;</li><li>(iv) The number of IPS resources provided;</li><li>(v) The customer organization name;</li><li>(vi) The name, title, and either the telephone number or email address of the organization's contact responsible for the contract who can validate the information presented; and</li><li>(vii) The front page of each referenced contract.</li></ol> <p>It is the Bidder's responsibility to ensure that any information divulged is with the permission of the references provided.</p> <p>*Informatics Professional Services (IPS) are professional services provided by the Bidder in support of an information technology or information management contract.</p>	

	<p>Note: The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y for services. Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p>	
<b>CM2</b>	<p>The Bidder must provide one resume for each of the following resource categories:</p> <ul style="list-style-type: none"><li>A. A.6 Programmer / Software Developer (Level 3)</li><li>B. I.10 Technical Architect (Level 3)</li><li>C. B.1 Business Analyst (Level 3)</li><li>D. B.12 Network Support Specialist (Level 3)</li><li>E. B.14 Technical Writer (Level 3)</li><li>F. P.9 Project Manager (Level 3)</li><li>G. P.12 Risk Management Specialist (Level 3)</li><li>H. C.6 IT Security Engineer (Level 3)</li></ul>	

### Resource Criteria

<b>A.6 PROGRAMMER / SOFTWARE DEVELOPER LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, creating or modifying or integrating software in a computer environment.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, designing, building, testing and implementing applications running on Linux or UNIX or Windows servers.		

<b>I.10 TECHNICAL ARCHITECT LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing technical architectures, frameworks and strategies.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, analyzing and evaluating alternative technology solutions to meet business problems.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, integrating all aspects of technology solutions and coordinating roll-out of IT solutions across multiple networks and/or across multi-site environments.		



<b>B.1 BUSINESS ANALYST LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, performing business analysis of functional requirements to identify business requirements, procedures, methods, subsystems, interfaces, prototypes and decision flows for IM/IT projects.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last fifteen (15) years, developing use cases for business modelling and business requirements definition.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, contributing to the identification of viable business solution options and recommend a course of action.		
<b>M4</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, developing process analysis and functional specifications to support the development of automated business processes for IM/IT projects.		
<b>M5</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of five (5) years' experience, within the last fifteen (15) years, briefing business analysis results and options to technical leads, management and other project teams such as architecture, design, and development.		

<b>B.12 NETWORK SUPPORT SPECIALIST LEVEL 3</b>	<b>CONTRACTOR'S RESPONSE</b>
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ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining Information Technology (IT) products, services and infrastructure.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of five (5) years' experience, within the last ten (10) years, supporting and maintaining Information Technology (IT) products, services and infrastructure in at least two of the following specialties:  (i) Microsoft Network Operating System (ii) Internet Protocol Networks (iii) Applications Integration		
<b>M3</b>	The Contractor must clearly demonstrate that that the proposed resource has a minimum of five (5) years' experience within the last fifteen (15) years, in supporting and maintaining Information Technology (IT) products and services in <sup>1</sup> Secure Domain IM/IT architecture.		

<sup>1</sup>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels.

B.14 TECHNICAL WRITER LEVEL 3		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME

<b>M1</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, working as a Technical Writer (or equivalent title) on IM/IT projects.		
<b>M2</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, planning, researching and preparing technical documentation such as Statement of Requirements, System Specifications, User Manuals/Guides, Online technical help content, for IM/IT projects.		
<b>M3</b>	The Contractor must clearly demonstrate the proposed resource has a minimum of eight (8) years' experience, within the last fifteen (15) years, working with word-processing and desk-top or web publishing software tools.		

<b>P.9 PROJECT MANAGER LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, in performing project management tasks during the initiation and planning phases in a large IM/IT environment that has 10,000 or more users, or with a project budget of \$30 Million or more.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' years' experience, within the last fifteen (15) years, managing the development and implementation of IM/IT systems projects.		

<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing or implementing release management processes supporting the delivery of IM/IT systems projects.		
<b>M4</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, developing or implementing of risk and issue management processes supporting the delivery of IM/IT systems projects.		

<b>P.12 RISK MANAGEMENT SPECIALIST LEVEL 3</b>		<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>MANDATORY CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>M1</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, identifying project risks and conducting risk assessments for a minimum of three (3) IM/IT projects that are multi-year, large and complex, with a project budget of \$10 million or more.		
<b>M2</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, analyzing and managing risk management issues by identifying, measuring, and making decisions on operational or enterprise risks for an organization or projects.		
<b>M3</b>	The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the past fifteen (15) years, developing and implementing risk and issue management processes supporting the delivery of IM/IT systems projects.		

C.6 IT SECURITY ENGINEER LEVEL 3		CONTRACTOR'S RESPONSE	
ITEM #	MANDATORY CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>M1</b>	<p>The Contractor must clearly demonstrate that the proposed resource has a minimum of ten (10) years' experience, within the last fifteen (15) years, working in the development and implementation of IT security applications and infrastructures in any combination of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Host-based Intrusion Prevention System (HIPS);</li> <li>(ii) Wireless Networking Security Technologies;</li> <li>(iii) Intrusion Detection Systems (IDS);</li> <li>(iv) Network Intrusion Prevention System (IPS);</li> <li>(v) Security Information and Event Management (SIEM);</li> <li>(vi) Full Packet Capture (FPC);</li> <li>(vii) Network Access Control (NAC);</li> <li>(viii) Identity Credentials and Access Management (ICAM);</li> <li>(ix) Cross Domain Solution (CDS); and/or</li> <li>(x) Endpoint Protection.</li> </ul> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>		
<b>M2</b>	<p>The Contractor must clearly demonstrate the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years, working in the development and implementation of IT security applications and infrastructures on <sup>1</sup>Secure Domain IM/IT architecture projects. This include efforts in:</p> <ul style="list-style-type: none"> <li>(i) Documenting systems current-state and/or deficiencies;</li> <li>(ii) Conducting product assessment;</li> <li>(iii) Conducting proof of concept test and validation activities;</li> <li>(iv) Providing integration/implementation strategy and transition planning documentation to support rollout of deliverables; and</li> <li>(v) Identifying in-service support impacts.</li> </ul>		

<sup>1</sup>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels..

**ATTACHMENT 4.2****POINT RATED TECHNICAL CRITERIA**

For each criterion that requests a copy of a degree, diploma or certification to be provided with the Bidders bid, and the Bidder has not included a copy of the requested document(s), the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted a copy of the document(s) within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive.

<b>A.6 PROGRAMMER / SOFTWARE DEVELOPER LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	<b>2</b>	<p>Diploma= 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, developing and implementing Object-Oriented systems and Object Oriented (OO) n-tier applications using OO tools such as Unified Modeling Language (UML) and Rational Unified Process (RUP).</p>	<b>3</b>	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 years to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		

<b>R3</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, designing, developing and supporting web applications:  (i) Client-side scripting frameworks; (ii) Web services; (iii) Extensible Markup Language (XML); (iv) JavaScript Object Notation (JSON); (v) Hypertext Markup Language (HTML); and (vi) Cascading Style Sheets.	3	Greater than 3 years to 5 years = 1 point  Greater than 5 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, using change management tools and processes, including source code control, versioning, branching, bug tracking and release management.	3	Greater than 3 years to 5 years = 1 point  Greater than 5 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience within the last ten (10) years, using automated unit testing and load testing tools to test software, such as as JMeter, Unity Test, LoadRunner, LoadUI and Rational Performance Tester.	3	Greater than 3 years to 5 years = 1 point  Greater than 5 years to 7 years = 2 points  Greater than 7 years = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

**I.10 TECHNICAL ARCHITECT LEVEL 3****CONTRACTOR'S RESPONSE**

ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following credentials or experience:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies'</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma= 1 point</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should demonstrate that the proposed resource has experience, within the last fifteen (15) years, working on IM/IT projects within the 'Public Safety and Defence business domains, which includes any of the following:</p> <p>(i) Defence</p> <p>(ii) Intelligence</p> <p>(iii) National Security</p> <p>(iv) Enforcement</p>	3	<p>Greater than 6 years to 8 years = 1 point</p> <p>Greater than 8 years to 10 years = 2 points</p> <p>Greater than 10 years = 3 points</p>		
R3	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, with all of the following areas:</p> <p>(i) Developing technical architectures, frameworks and strategies;</p> <p>(ii) Documenting and applying relevant policies, standards and regulation; and</p> <p>(iii) Evaluating hardware and software relative to their ability to support specified requirements and performance.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		



<b>R4</b>	<p>The Contractor should clearly demonstrate the proposed resource has at experience within the last fifteen (15) years building and integrating IM/IT enterprise architectures with at least five (5) of the following products:</p> <ul style="list-style-type: none"> <li>(i) VMware virtualization product line;</li> <li>(ii) Enterprise storage architecture: centralized storage area networks (SAN) or Network Attached Storage (NAS);</li> <li>(iii) Dell EMC Isilon storage platforms;</li> <li>(iv) Hitachi Universal Storage platforms;</li> <li>(v) Cisco Enterprise and Service provider class products;</li> <li>(vi) Red Hat Enterprise Linux (RHEL);</li> <li>(vii) Microsoft Windows Server.</li> </ul> <p>A minimum of two (2) years' experience is required in any given product area claimed for the experience to be considered.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R5</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, planning, designing and implementing enterprise architectures for complex enterprise environment.</p> <p>A complex enterprise environment refers to interconnected systems of various services, which can span different geographical locations; and enterprise architecture meaning the scale can support over a thousand users.</p>	3	<p>3 architectures = 1 point</p> <p>4 architectures = 2 points</p> <p>Greater than 5 architectures = 3 points</p>		
<b>R6</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in supporting and maintaining Information Technology (IT) products and services in Secure Domain IM/IT architecture.</p> <p>Secure Domain refers to Information Technology (IT) networks of various classified domains from secret upwards. Experience with these types of networks</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		

	requires familiarity with the various restrictions, laws, regulations, policies and best practices that apply when working with various security classification levels.				
<b>R7</b>	<p>The Contractor should clearly demonstrate that the proposed resource is certified in one or more of the following:</p> <p>The Contractor should clearly demonstrate that the proposed resource is certified in one or more of the following:</p> <p>(i) Cisco Certifications:</p> <ul style="list-style-type: none"> <li>a. CCIE (Cisco Certified Internetwork Expert)</li> <li>b. CCNP (Cisco Certified Network Professional)</li> <li>c. CCNA (Cisco Certified Network Associate)</li> </ul> <p>(ii) Microsoft Certifications:</p> <ul style="list-style-type: none"> <li>a. MCITP (Microsoft IT Professional)</li> <li>b. MCSA (Microsoft Certified Solutions Associated)</li> <li>c. MCSE (Microsoft Certified Solutions Expert)</li> </ul> <p>(iii) VMware Certified Professional (or higher) Certifications</p> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	3	<p>1 certificate = 1 point</p> <p>2 certificates = 2 points</p> <p>Greater than 2 certificates = 3 points</p>		
<b>Total</b>	<p>Maximum Score: 20 points</p> <p>Minimum Score: 14 points</p>				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

<b>B.1 BUSINESS ANALYST LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>

<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, performing business analysis of functional requirements to identify business requirements, procedures, methods, subsystems, interfaces, prototypes and decision flows for IM/IT projects.</p>	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience within the last fifteen (15) years, developing process analysis and functional specifications to support the development of automated business processes for IM/IT projects.</p>	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, conducting interviews and workshops with both business and technical communities for the purpose of gathering and documenting</p>	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p>		

	requirements, processes and workflows for IM/IT projects.		years = 2 points  Greater than 12 years = 3 points		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, briefing business analysis results and options to technical leads, management and other project teams such as architecture, design, and development.	3	Greater than 5 years to 7 years = 1 point  Greater than 7 years to 9 years = 2 points  Greater than 9 years = 3 points		
<b>Total</b>	Maximum Score: 14 points Minimum Score: 10 points				

<b>B.12 NETWORK SUPPORT SPECIALIST LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma = 1 points  Degree = 2 points		

<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, administering, installing, configuring, testing, troubleshooting, supporting and maintaining IT products, services and infrastructure.	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in at least two of the following specialties:</p> <p>(i) Microsoft network operating system products;</p> <p>(ii) VMWare operating systems software products;</p> <p>(iii) Cisco Enterprise and Service provider class products;</p> <p>(iv) Internet Protocol Networks; and</p> <p>(v) Applications Integration.</p>	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, planning, designing or implementing a network security device or system.	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>Total</b>	<p>Maximum Score: 11 points</p> <p>Minimum Score: 8 points</p>				

**B.14 TECHNICAL WRITER LEVEL 3****CONTRACTOR'S RESPONSE**

ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
R1	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
R2	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, working as a Technical Writer (or equivalent title) on IM/IT projects.</p>	3	<p>Greater than 8 years to 10 years = 1 points</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
R3	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, planning, researching and preparing technical documentation, such as Statement of Requirements, System Specifications, User Manuals/Guides and Online technical help content, for IM/IT projects.</p>	3	<p>Greater than 8 years to 10 years = 1 points</p> <p>Greater than 10 years to 12 years = 2 points</p>		

			Greater than 12 years = 3 points		
<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, working with word-processing and desk-top or web publishing software tools.	3	Greater than 8 years to 10 years = 1 points  Greater than 10 years to 12 years = 2 points  Greater than 12 years = 3 points		
<b>Total</b>	Maximum Score: 11 points Minimum Score: 8 points				

P.9 PROJECT MANAGER LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma = 1 points  Degree = 2 points		

<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, in managing a minimum of three (3) or more IM/IT projects. Each project must span a minimum of two (2) years.	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should demonstrate that the proposed resource has one of the following professional project management certifications:</p> <p>(i) PMP (Project Management Professional Certification); or</p> <p>(ii) PRINCE2 (Projects IN Controlled Environments); or</p> <p>(iii) PMI-SP (Project Scheduling Certification).</p> <p>To demonstrate this requirement, the Bidder is requested to provide a valid copy each Certification with their bid.</p>	3	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 8 points</p> <p>Minimum Score: 6 points</p>				

P.12 RISK MANAGEMENT SPECIALIST LEVEL 3				CONTRACTOR'S RESPONSE	
ITEM #	POINT RATED CRITERIA	MAX POINTS	EVALUATION CRITERIA	DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)	INSERT PAGE # OF RESUME



<b>R1</b>	<p>The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:</p> <p>(i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or</p> <p>(ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies.</p> <p>To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.</p>	2	<p>Diploma = 1 points</p> <p>Degree = 2 points</p>		
<b>R2</b>	<p>The Contractor should demonstrate that the proposed resource, within the last fifteen (15) years, has experience in conducting risk assessments and developing and implementing risk management, strategies and plans.</p>	3	<p>Greater than 10 years to 12 years = 1 point</p> <p>Greater than 12 years to 14 years = 2 points</p> <p>Greater than 14 years = 3 points</p>		
<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, using industry standard risk management tools and techniques, such as Probability and Impact Matrix, Delphi Technique, Root Cause Analysis, Risk Register, etc.</p>	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		

<b>R4</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, using an industry standard requirements management software to assist with risk-to-requirements assessment and change impact analysis.	3	<p>Greater than 8 years to 10 years = 1 point</p> <p>Greater than 10 years to 12 years = 2 points</p> <p>Greater than 12 years = 3 points</p>		
<b>R5</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, using IBM Rational Dynamic Object Oriented Requirements System (DOORS) to assist with risk-to-requirements assessment and change impact analysis.	3	<p>Greater than 3 years to 5 years = 1 point</p> <p>Greater than 5 to 7 years = 2 points</p> <p>Greater than 7 years = 3 points</p>		
<b>R6</b>	<p>The Contractor should demonstrate that the proposed resource has experience, within the last fifteen (15) years, working on IM/IT projects within the <sup>1</sup>Public Safety and Defence business domains, which includes any of the following:</p> <p>(i) Defence (ii) Intelligence (iii) National Security (iv) Enforcement</p>	3	<p>Greater than 6 years to 8 years = 1 point</p> <p>Greater than 8 years to 10 years = 2 points</p> <p>Greater than 10 years = 3 points</p>		
<b>R7</b>	<p>The Contractor should demonstrate that the proposed resource has one of the following professional project management certifications:</p> <p>(i) PMP (Project Management Professional Certification); (ii) PRINCE2 (Projects IN Controlled Environments); or (iii) Project Risk Management Certification.</p>	3	Each Certification = 1 point		

	To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.				
<b>Total</b>	Maximum Score: 20 points Minimum Score: 14 points				

<sup>1</sup>Public Safety and Defence domains refer to government entities which deal with the protection and security of Canadians and Canada.

<b>C.6 IT SECURITY ENGINEER LEVEL 3</b>				<b>CONTRACTOR'S RESPONSE</b>	
<b>ITEM #</b>	<b>POINT RATED CRITERIA</b>	<b>MAX POINTS</b>	<b>EVALUATION CRITERIA</b>	<b>DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)</b>	<b>INSERT PAGE # OF RESUME</b>
<b>R1</b>	The Contractor should clearly demonstrate that the proposed resource has one of the following academic credentials:  (i) A degree from a recognized university in the sciences, engineering, or IM/IT related studies, or (ii) A diploma (minimum 2 years) from a recognized college in the sciences, engineering, or IM/IT related studies. To demonstrate this requirement, the bidder is requested to provide a copy of the degree or diploma with their bid.	2	Diploma = 1 points  Degree = 2 points		
<b>R2</b>	The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, developing network security architectures based on IT security directives (ITSD) and or IT Security Guidance (ITSG) at the Protected B level or higher.	3	Greater than 4 years to 6 years = 1 point  Greater than 6 years to 8 years = 2 points  Greater than 8 years = 3 points		

<b>R3</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last fifteen (15) years, developing and documenting system requirements specifications for any one of the following IT security solutions:</p> <ul style="list-style-type: none"> <li>(i) Host-based Intrusion Prevention System (HIPS)</li> <li>(ii) Wireless Networking Security Technologies</li> <li>(iii) Intrusion Detection Systems (IDS)</li> <li>(iv) Network Intrusion Prevention System (IPS)</li> <li>(v) Security Information and Event Management (SIEM)</li> <li>(vi) Full Packet Capture (FPC)</li> <li>(vii) Network Access Control (NAC)</li> <li>(viii) Identity Credentials and Access Management (ICAM);</li> <li>(ix) Cross Domain Solution (CDS); and/or</li> <li>(x) Endpoint Protection.</li> </ul> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>	3	<p>Greater than 4 to 6 years = 1 point</p> <p>Greater than 6 to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		
<b>R4</b>	<p>The Contractor should clearly demonstrate that the proposed resource has experience, within the last ten (10) years, working on IM/IT projects to implement cross domain solution (CDS) technologies, involving at least three (3) of the following areas:</p> <ul style="list-style-type: none"> <li>(i) Working with client stakeholders to assess and build upon CDS requirements;</li> <li>(ii) Developing security reference architecture and solution architecture, based on requirements;</li> <li>(iii) Working with client stakeholders to implement and verify CDS on classified networks;</li> <li>(iv) Evaluating and standardizing CDS technologies, implementations, and contribute to the solution architecture;</li> </ul>	3	<p>Greater than 4 to 6 years = 1 point</p> <p>Greater than 6 to 8 years = 2 points</p> <p>Greater than 8 years = 3 points</p>		

	<p>(v) Working with security subject matter experts (SMEs) to aid in the implementation of existing IT security technologies. These include: firewalls, malicious code inspection, proxy servers, SIEM and protocol-specific inspection technologies (i.e. email inspection, web inspection); and</p> <p>(vi) Contributing to documentation related to the CDS solution, including: System Design Specification (SDS); Implementation Plan; Training Plan; In-Service Support (ISS) Plan; Solution Life-Cycle Plan; and Standard Operating Procedures (SOPs) for administration, technical support and user.</p> <p>A minimum of six (6) months experience is required in any given area claimed for the experience to be considered.</p>				
<b>R5</b>	<p>The Contractor should clearly demonstrate that the proposed resource holds the following IT Security specific certifications:</p> <p>(i) Certified Information Systems Security Professional (CISSP)</p> <p>(ii) Certified Information Systems Auditor (CISA)</p> <p>(iii) Certified Information Security Manager (CISM)</p> <p>(iv) ISACA Certification and Risk and Information Systems Control; and</p> <p>(v) ISO 27001 Lead Auditor Certification.</p> <p>To demonstrate this requirement, the bidder is requested to provide a valid copy of each Certification with their bid.</p>	5	Each Certification = 1 point		
<b>Total</b>	<p>Maximum Score: 16 points</p> <p>Minimum Score: 11 points</p>				

**ATTACHMENT 4.3**  
**PRICING SCHEDULE**

In respect of the "Estimated Number of Days" listed below in (C\*) the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

**Initial Contract Period:**

Initial Contract Period (Year 1)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (C x D)
A.6 Programmer/Software Developer	2	64	\$	\$
A.6 Programmer/Software Developer	3	220	\$	\$
A.8 System Analyst	2	176	\$	\$
A.8 System Analyst	3	40	\$	\$
A.10 Test Coordinator	2	130	\$	\$
A.10 Test Coordinator	3	40	\$	\$
A.12 Web Architect	2	40	\$	\$
A.12 Web Architect	3	88	\$	\$
1.5 IM Architect	2	80	\$	\$
1.5 IM Architect	3	80	\$	\$
I.6 Network Analyst	2	194	\$	\$
I.6 Network Analyst	3	40	\$	\$
I.10 Technical Architect	2	371	\$	\$
I.10 Technical Architect	3	598	\$	\$
B.1 Business Analyst	2	188	\$	\$
B.1 Business Analyst	3	480	\$	\$
B.9 Courseware Developer	2	40	\$	\$
B.9 Courseware Developer	3	72	\$	\$
B.12 Network Support Specialist	2	186	\$	\$
B.12 Network Support Specialist	3	40	\$	\$
B.14 Technical Writer	2	58	\$	\$
B.14 Technical Writer	3	38	\$	\$
P.1 Change Management Consultant	2	146	\$	\$
P.1 Change Management Consultant	3	146	\$	\$
P.9 Project Manager	2	90	\$	\$
P.9 Project Manager	3	90	\$	\$
P.10 Project Scheduler	2	40	\$	\$

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P.10 Project Scheduler	3	40	\$	\$
P.12 Risk Management Specialist	2	40	\$	\$
P.12 Risk Management Specialist	3	64	\$	\$
C.3 IT Security TRA and SA&A Specialist	2	40	\$	\$
C.3 IT Security TRA and SA&A Specialist	3	130	\$	\$
C.6 IT Security Engineer	2	134	\$	\$
C.6 IT Security Engineer	3	60	\$	\$
<b>Total Price Initial Contract Period (Year 1)</b>				<b>\$ &lt;TBD&gt;</b>

<b>Initial Contract Period (Year 2)</b>				
	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Estimated Number of Days</b>	<b>Firm Per Diem Rate or Median Rate (if applicable)</b>	<b>Total Cost (C x D)</b>
A.6 Programmer/Software Developer	2	64	\$	\$
A.6 Programmer/Software Developer	3	220	\$	\$
A.8 System Analyst	2	176	\$	\$
A.8 System Analyst	3	40	\$	\$
A.10 Test Coordinator	2	130	\$	\$
A.10 Test Coordinator	3	40	\$	\$
A.12 Web Architect	2	40	\$	\$
A.12 Web Architect	3	88	\$	\$
1.5 IM Architect	2	80	\$	\$
1.5 IM Architect	3	80	\$	\$
I.6 Network Analyst	2	194	\$	\$
I.6 Network Analyst	3	40	\$	\$
I.10 Technical Architect	2	371	\$	\$
I.10 Technical Architect	3	598	\$	\$
B.1 Business Analyst*	2	188	\$	\$
B.1 Business Analyst	3	480	\$	\$
B.9 Courseware Developer	2	40	\$	\$
B.9 Courseware Developer	3	72	\$	\$
B.12 Network Support Specialist	2	186	\$	\$
B.12 Network Support Specialist	3	40	\$	\$
B.14 Technical Writer	2	58	\$	\$
B.14 Technical Writer	3	38	\$	\$
P.1 Change Management Consultant	2	146	\$	\$
P.1 Change Management Consultant	3	146	\$	\$
P.9 Project Manager	2	90	\$	\$
P.9 Project Manager	3	90	\$	\$
P.10 Project Scheduler	2	40	\$	\$
P.10 Project Scheduler	3	40	\$	\$
P.12 Risk Management Specialist	2	40	\$	\$
P.12 Risk Management Specialist	3	64	\$	\$
C.3 IT Security TRA and SA&A Specialist	2	40	\$	\$

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C.3 IT Security TRA and SA&A Specialist	3	130	\$	\$
C.6 IT Security Engineer	2	134	\$	\$
C.6 IT Security Engineer	3	60	\$	\$
<b>Total Price Initial Contract Period (Year 2)</b>				<b>\$ &lt;TBD&gt;</b>

### Option Periods:

<b>Option Period 1 (Year 3)</b>				
	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Estimated Number of Days</b>	<b>Firm Per Diem Rate or Median Rate (if applicable)</b>	<b>Total Cost (C x D)</b>
A.6 Programmer/Software Developer	2	64	\$	\$
A.6 Programmer/Software Developer	3	220	\$	\$
A.8 System Analyst	2	176	\$	\$
A.8 System Analyst	3	40	\$	\$
A.10 Test Coordinator	2	130	\$	\$
A.10 Test Coordinator	3	40	\$	\$
A.12 Web Architect	2	40	\$	\$
A.12 Web Architect	3	88	\$	\$
1.5 IM Architect	2	80	\$	\$
1.5 IM Architect	3	80	\$	\$
I.6 Network Analyst	2	194	\$	\$
I.6 Network Analyst	3	40	\$	\$
I.10 Technical Architect	2	371	\$	\$
I.10 Technical Architect	3	598	\$	\$
B.1 Business Analyst*	2	188	\$	\$
B.1 Business Analyst	3	480	\$	\$
B.9 Courseware Developer	2	40	\$	\$
B.9 Courseware Developer	3	72	\$	\$
B.12 Network Support Specialist	2	186	\$	\$
B.12 Network Support Specialist	3	40	\$	\$
B.14 Technical Writer	2	58	\$	\$
B.14 Technical Writer	3	38	\$	\$
P.1 Change Management Consultant	2	146	\$	\$
P.1 Change Management Consultant	3	146	\$	\$
P.9 Project Manager	2	90	\$	\$
P.9 Project Manager	3	90	\$	\$
P.10 Project Scheduler	2	40	\$	\$
P.10 Project Scheduler	3	40	\$	\$
P.12 Risk Management Specialist	2	40	\$	\$
P.12 Risk Management Specialist	3	64	\$	\$
C.3 IT Security TRA and SA&A Specialist	2	40	\$	\$
C.3 IT Security TRA and SA&A Specialist	3	130	\$	\$
C.6 IT Security Engineer	2	134	\$	\$
C.6 IT Security Engineer	3	60	\$	\$
<b>Total Price Option Period 1</b>				<b>\$ &lt;TBD&gt;</b>



Option Period 2 (Year 4)				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (C x D)
A.6 Programmer/Software Developer	2	64	\$	\$
A.6 Programmer/Software Developer	3	220	\$	\$
A.8 System Analyst	2	176	\$	\$
A.8 System Analyst	3	40	\$	\$
A.10 Test Coordinator	2	130	\$	\$
A.10 Test Coordinator	3	40	\$	\$
A.12 Web Architect	2	40	\$	\$
A.12 Web Architect	3	88	\$	\$
1.5 IM Architect	2	80	\$	\$
1.5 IM Architect	3	80	\$	\$
I.6 Network Analyst	2	194	\$	\$
I.6 Network Analyst	3	40	\$	\$
I.10 Technical Architect	2	371	\$	\$
I.10 Technical Architect	3	598	\$	\$
B.1 Business Analyst	2	188	\$	\$
B.1 Business Analyst	3	480	\$	\$
B.9 Courseware Developer	2	40	\$	\$
B.9 Courseware Developer	3	72	\$	\$
B.12 Network Support Specialist	2	186	\$	\$
B.12 Network Support Specialist	3	40	\$	\$
B.14 Technical Writer	2	58	\$	\$
B.14 Technical Writer	3	38	\$	\$
P.1 Change Management Consultant	2	146	\$	\$
P.1 Change Management Consultant	3	146	\$	\$
P.9 Project Manager	2	90	\$	\$
P.9 Project Manager	3	90	\$	\$
P.10 Project Scheduler	2	40	\$	\$
P.10 Project Scheduler	3	40	\$	\$
P.12 Risk Management Specialist	2	40	\$	\$
P.12 Risk Management Specialist	3	64	\$	\$
C.3 IT Security TRA and SA&A Specialist	2	40	\$	\$
C.3 IT Security TRA and SA&A Specialist	3	130	\$	\$
C.6 IT Security Engineer	2	134	\$	\$
C.6 IT Security Engineer	3	60	\$	\$
Total Price Option Period 2				\$ <TBD>

Option Period 3 (Year 5)				
	(B)	(C)	(D)	(E)

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Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (C x D)
A.6 Programmer/Software Developer	2	64	\$	\$
A.6 Programmer/Software Developer	3	220	\$	\$
A.8 System Analyst	2	176	\$	\$
A.8 System Analyst	3	40	\$	\$
A.10 Test Coordinator	2	130	\$	\$
A.10 Test Coordinator	3	40	\$	\$
A.12 Web Architect	2	40	\$	\$
A.12 Web Architect	3	88	\$	\$
1.5 IM Architect	2	80	\$	\$
1.5 IM Architect	3	80	\$	\$
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B.9 Courseware Developer	3	72	\$	\$
B.12 Network Support Specialist	2	186	\$	\$
B.12 Network Support Specialist	3	40	\$	\$
B.14 Technical Writer	2	58	\$	\$
B.14 Technical Writer	3	38	\$	\$
P.1 Change Management Consultant	2	146	\$	\$
P.1 Change Management Consultant	3	146	\$	\$
P.9 Project Manager	2	90	\$	\$
P.9 Project Manager	3	90	\$	\$
P.10 Project Scheduler	2	40	\$	\$
P.10 Project Scheduler	3	40	\$	\$
P.12 Risk Management Specialist	2	40	\$	\$
P.12 Risk Management Specialist	3	64	\$	\$
C.3 IT Security TRA and SA&A Specialist	2	40	\$	\$
C.3 IT Security TRA and SA&A Specialist	3	130	\$	\$
C.6 IT Security Engineer	2	134	\$	\$
C.6 IT Security Engineer	3	60	\$	\$
<b>Total Price Option Period 3</b>				<b>\$ &lt;TBD&gt;</b>

<b>Total Bid Price</b>	
<b>(Initial Contract Period Year 1 + Initial Contract Period Year 2 + Option Period 1 + Option Period 2 + Option Period 3)</b>	<b>\$ &lt;TBD&gt;</b>

## ATTACHMENT 5.1

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [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

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).



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☐ No  
Non ☒ Yes  
Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité : Secret/Top Secret/Top Secret (Enhanced)

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No  
Non ☐ Yes  
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ                | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input checked="" type="checkbox"/> TOP SECRET<br>TRÈS SECRET    |
| <input checked="" type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS                  |   |   |  |

Special comments:

Commentaires spéciaux : Contractors require TS (Enhanced) - Special Compartment Access managed by DND

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

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No  
Non ☐ Yes  
Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No  
Non ☐ Yes  
Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No  
Non ☐ Yes  
Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No  
Non ☐ Yes  
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No  
Non ☐ Yes  
Oui



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**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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





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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Charge de projet de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Hari Gupta	Director DPDIS	<i>[Signature]</i>	31 Jan 2018
Telephone No. - N° de téléphone 613-990-3944	Facsimile No. - N° de télécopieur 613-949-0405	E-mail address - Adresse courriel Hari.Gupta@forces.gc.ca	

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Sasa Medjovic Senior Security Analyst	DDSO - Industrial Security	<i>[Signature]</i>	2018-Feb-13
Telephone No. - N° de téléphone Tel: 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☒ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Vanessa Good-Davidson		<i>[Signature]</i>	March 8 2018
mail address - Adresse courriel			

Agente à la Sécurité des contrats | Contract Security Officer  
Secteur de la Sécurité industrielle, TPSGC | Industrial Security Sector, PWGSC  
Vanessa.Good-Davidson@tpsgc-pwgsc.gc.ca  
Téléphone : 613 941-0441