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**Department of Foreign Affairs, Trade and
Development (DFATD)**
Ministère des Affaires étrangères, commerce et
développement (MAECD)

**Request for Proposal
Demande de proposition**
proposal to: Department of Foreign Affairs Trade
and Development.

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 here to, the goods, services, and
construction listed herein and on any attached
sheets at the price(s) set out therefor.

Proposition à: Ministère des Affaires
Étrangères, commerce et développement
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
appendices 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 — LE PRÉSENT
DOCUMENT COMPORTE UNE EXIGENCE
EN MATIÈRE DE SÉCURITÉ**

Issuing Office – Bureau de distribution
Foreign Affairs, Trade and Development / Affaires
étrangères, commerce et développement
It Contracting Services Unit / Unité des services
de contrats TI
200 Promenade du Portage,
Gatineau, QC

Title — Sujet: State of Trade Report Design and Update for Global Affairs Canada (GAC)	
Solicitation No. — N° de l'invitation 19-148612	Date: January 22, 2019
Solicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2:00 PM	EST (Eastern Standard Time)
On / le March 04, 2019	
F.O.B. — F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: X Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser toutes questions à: Name : Justin Hirsch E-Mail : Justinhirsch@international.gc.ca	
Telephone No. – No de téléphone: (343) 203-6382	FAX No. – No de télécopieur :
Destination of Goods and or Services/Destination – des biens et ou services: Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)	
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	FAX No. – No de télécopieur:
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation 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, 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, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments and any other annexes.

1.2 Summary

1.2.1 Global Affairs Canada requires a Contractor to:

- Produce a high-quality graphical publication with extensive data visualization, both static and dynamic, of the equivalent quality as those of international organizations while meeting the Government of Canada Communications Policy and Federal Identity Program requirements;
- To design, page-set and deliver the State of Trade - 2019 Report in the format suitable for online publication by the Government of Canada in French and English within the prescribed timelines;
- To update the Report's infographics as revised data become available, and the design itself if necessary, twice per year (in fall and in winter); and
- Produce some accompanying interactive data representations to highlight some key statistics and findings to be published on the web in French and English.

State of Trade (the Report) is a major departmental report covering the developments in Canada's and the world's trade and investment. It is produced by the Office of the Chief Economist (OCE) between March and June of every year, covers the events of the preceding year and is published in both official languages on the Department's website in June. The Report contains a number of chapters (typically six), a special feature and several boxes. The size of the document in 2018 was 180 pages (in English). The infographic content for the 2019 Report (including summary and chapter infographics) is projected at 15 to 20 full pages.

The period of the Contract is from date of Contract to March 31, 2020 inclusive with the irrevocable option to allow Canada to extend the Contract for 4 additional 1 year periods under the same terms and conditions.

1.2.2 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-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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 10 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names”.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Global Affairs Canada (GAC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

Global Affairs Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts: the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted. Bids must be sent to the email on page 1 of the solicitation by the time and date located on page 1 of the solicitation.

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

Section I: Technical Bid (1 electronic copy via email);

Section II: Financial Bid (1 electronic copy via email); and

Section III: Certifications (1 electronic copy via email).

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid on Attachment 1 to Part 3, Pricing Schedule and in accordance with Annex B, Basis of Payment.

Variation in Resource Rates By Time Period:

For any given pricing element, where the financial tables provided by Canada allow different firm rates to be charged for 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.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “X” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “X” 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.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 100 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 150 points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 65 % for the technical merit and 35 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 65 %.
6. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 35%
7. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 65/35 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (65%) and Price (35%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 65 = 55.37$	$89/135 \times 65 = 42.85$	$92/135 \times 65 = 44.30$
Pricing Score	$45/55 \times 35 = 28.36$	$45/50 \times 35 = 31.50$	$45/45 \times 35 = 35.00$
Combined Rating	83.73	74.35	79.30
Overall Rating	1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

[Status and Availability of Resources \(2010-08-16\) A3005T](#)

5.2.3.4 Education and Experience

5.2.3.4.1 SACC *Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____.

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035 \(2018-06-21\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4007 \(2010-08-16\)](#) Canada to Own Intellectual Property Rights in Foreground Information - apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2020 inclusive.

7.4.2 Delivery Date

All the deliverables must be received on or before the dates specified in 6.0 of the Statement of Work in Annex A.

7.4.3 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 3 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Justin Hirsch
Title: Procurement Specialist
Global Affairs Canada
Address: 200 prom du Portage, Gatineau, QC

Telephone: 343.203.6382
E-mail address: Justin.hirsch@international.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.

7.5.2 Project Authority

The Project Authority for the Contract is: insert at contract award

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

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

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

7.5.3 Contractor's Representative

Insert at contract award

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment - Fixed time rate and Firm Unit Price – Limitation of expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of Payment at Annex B, to a limitation of expenditure as set forth on page 1 of the Contract. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount set forth on page 1 of the Contract. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payments

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

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

7.7.4 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b.all such documents have been verified by Canada;
- c.the Work delivered has been accepted by Canada.

7.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.7 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.

7.8 Invoicing Instructions

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

Instruction to contracting officers: Use the following paragraph when invoices must be accompanied by supporting documents. The documents listed are examples only and must be revised to reflect the requirement. Delete this paragraph if no supporting documents are required. Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2018-06-21);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " *or* ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

OR

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

ANNEX A, STATEMENT OF WORK

1.0 Title

State of Trade – 2019 Report: Design and Update

2.0 Background

State of Trade (the Report) is a major departmental report covering the developments in Canada's and the world's trade and investment. It is produced by the Office of the Chief Economist (OCE) between March and June of every year, covers the events of the preceding year and is published in both official languages on the Department's website in June. The Report contains a number of chapters (typically six), a special feature and several boxes. The size of the document in 2018 was 180 pages (in English). The infographic content for the 2019 Report (including summary and chapter infographics) is projected at 15 to 20 full pages.

Infographics are deemed an integral part of the Report to highlight some of the key messages and make the Report accessible to a wide range of audiences. The next step to enhance the Report's accessibility (e.g. ease of read) for the general public is to introduce accompanying interactive data representations (e.g. visual elements allowing the user to click on dimensions of interest to them) to be published separately.

To keep the information up-to-date, infographics are to be updated twice per year as new data becomes available. Furthermore, the infographics design itself may be revised at the same time as the data updates (up to 50% of the infographics total with every update). These design revisions may be minor or amount to a complete re-design depending on the updated data. These updated infographics will be used by the OCE to produce briefing, analytical and promotional material.

3.0 Objectives

- To produce a high-quality graphical publication with extensive data visualization, both static and dynamic, of the equivalent quality as those of international organizations while meeting the Government of Canada Communications Policy and Federal Identity Program requirements;
- To design, page-set and deliver the State of Trade - 2019 Report in the format suitable for online publication by the Government of Canada in French and English within the prescribed timelines ;
- To update the Report's infographics as revised data become available, and the design itself if necessary, twice per year (in fall and in winter);
- Produce some accompanying interactive data representations to highlight some key statistics and findings to be published on the web in French and English.

4.0 Scope

All dates in this Statement of Work that are not accompanied by a year refer to 2019.

The yearly cycle of the report will coincide with the Government of Canada fiscal year. Work on the report will begin at the latest on April 1st, 2019, and will result in the production of high-resolution PDF files (by June 1st), production of HTML/Word files and the infographics book (by July 1st), Fall revision and update

of the report infographics (by December 15th) and Winter revision and update of the report infographics (by March 15th, 2020).

Under this project, the Contractor will provide visual design services including but not limited to:

- Development of creative ideas, innovations or enhancements which add to the value, usefulness and effectiveness of the publication at reaching the targeted audience of the report and accompanying interactive elements;
- Showcase a design concept for all the elements of the report (front matter, callouts, infographics, interactive data representations, etc).
- Development of up to three concepts for the 2019 series of products including the report, graphical features, and infographics pages (e.g. front matter, callouts, infographics, interactive data representations, etc.).
- Refinement of selected concept.
- Page setting and layout of the Report based on approved concept.
- Produce and deliver in English and French all the products based on the final approved concept by the Departmental Representative.
- Review and quality control of products.
- Partial update and/or revision of all infographics and interactive data representations as required (twice per year).
-

5.0 Tasks

The Contractor will be responsible for carrying out to the satisfaction of the Departmental Representative the following tasks, deliverables and milestones (wherever “provided” appears, it stands for “provided by Departmental Representative to the Contractor”):

TASKS

1. Provide up to three concepts for the series of 2019 products.
2. In both English and French:
 - a) Design the front page of the report and the overall report concept, based on the requirements and preferences provided in a creative brief.
 - b) Design Chapter infographics, consistent with the report concept, based on the chapter summary information provided (up to 8 pages in total) by the Departmental Representative.
 - c) Design the Summary infographics (two pages per chapter, up to 12 for the Report), consistent with the report concept, based on portions of the chapter data and general ideas provided by the Departmental Representative.
 - d) Page set the document in English and French, consisting of up to six Chapters, up to six boxes, a Special Feature, an Executive Summary, a Minister’s Message and front matter/table of contents based on the approved concept.
 - e) Review and quality control all of the products before delivery to the Departmental Representative.
 - f) Acquire all copyrights (for pictures and artwork) as required.
 - g) Produce high-resolution PDF, Word document and Web Content Accessible Guidelines 2.0 (WCAG 2.0)-compatible HTML files for publication; produce modular infographics books compatible with mainstream graphical software.
 - h) Develop interactive data representations, from the Report’s infographics, consistent with the report concept (up to five individual charts/infographics).
 - i) Revise all deliverables as directed by the Departmental Representative, including incorporating changes to design, content and report concept following inspection or review
3. Deliver a CD master copy of final materials (including all working files) to Departmental Representative; and
4. Manage and ensure quality control of sub-contractor work, if applicable.

5. Stay in contact regularly (on a weekly basis) with the Project Team to ensure satisfactory progress, and maintain close contact during the peak period at all times with the Departmental Representative.

To prove its ability to execute those tasks successfully, the contractor must:

- demonstrate experience in the graphic design of large and complex reports with significant infographic content;
- demonstrate experience in working with materials in both official languages;
- demonstrate experience in working with heavy statistical content and representing them in visually attractive and easy to understand infographics.

6.0 Deliverables, Milestones, and Associated Constraints

1. Inaugural meeting with the Departmental Representative – by April 3rd.
2. Draft design concepts – by April 12th.
3. Deliver the approved design concept (including front page) – by April 20th.
4. Page setting the Report content as it is received from the Departmental Representative (Chapters, boxes, data summaries for infographics) – ongoing through April and May.
5. Deliver complete high-resolution PDF files for online publication - by June 1st.
6. Produce and deliver final WCAG 2.0-compatible HTML files for online publication as well as the whole Report in text format – by July 1st.
7. Revise, update and deliver Report infographics (Fall update). Requirements and updated data will be provided respectively by November 1st and December 5th – Delivery by December 20th.
8. Revise, update and deliver Report infographics (Winter update). Requirements and updated data will be provided respectively by February 1st, 2020, and March 5th, 2020 – Delivery by March 20th, 2020.
9. Final meeting with the Departmental Representative – by March 31st, 2020.

All deliverables are subject to inspection and acceptance by the Departmental Representative and/or the Project Authority.

The Contractor must familiarize itself with the Government's Integrity Regime for procurement introduced on July 3, 2015, and will fully comply with its requirements, as well as any other contracting requirements applicable to this contract including but not limited to: government laws and regulations, Canada's trade agreements, etc.

The Contractor must pass quality control by the Departmental Representative within the warranty period on all delivered materials and WCAG 2.0 compliance, as well as compliance with all Government publication standards directly and indirectly required for the production of public documents. The contractor will also ensure that sufficient warning is given to the Departmental Representative in case that the deliverables and milestones are threatened and propose strategies to the Departmental Representative and/or Project Team to ensure that these are met.

The Contractor must stay in touch with the Departmental Representative and the Project Team at regular intervals as required (more often during the peak work period in April and May). During peak period, the Contractor should be available to work extra hours, nights and weekends, should be available for contact during those times and should ensure that the procedures adopted by them are flexible enough to accommodate frequent comment and revision. Progress reports (written) may be required on a weekly basis throughout the contract term and on a daily basis during peak work period.

The Contractor is expected to submit, within its original bid, a proposal for innovation and improvements to the report centered around data visualization, and demonstrate ability and willingness to implement

those. The Contractor shall use the 2018 PDF version of the report (a direct link to which is provided) as a reference for current standard of the Report's quality.

The Contractor will endeavor to make every effort to ensure the satisfaction of the Departmental Representative with the direction of work, satisfactory and timely progress, and compliance with expressed preferences of the Departmental Representative. The contract will include sufficient provisions for alterations to meet these preferences as required.

Important notices:

Ownership of Product – Copyright for all originally produced materials generated by this project shall rest with Her Majesty the Queen in Right of Canada.

Rights – The provision of the necessary rights, and documented proof thereof (releases), to all materials contained in the productions and supplied by the Lead Agency, including copyright and recording clearances, for stock and/or original scores, stock shots, talents, effects, etc., for the following uses: Distribution: public service announcements, non-commercial television (including ETV, specialty channels, CATV, pay television), non-theatrical (including home video), right to distribute including exhibitions, by sale, loan and free give-away of copies in any format of any existing medium or medium to be invented.

Territory: World

Duration: In perpetuity

7.0 Language of Work

This work process can be conducted in either official language. The final deliverables of the Report are to be completed in both official languages. Translation of all materials pertaining to the report from one official language into another will be the responsibility of the Contracting Authority. Efforts will be made by the Contractor to keep all formatting the same in both official languages, and keep the page count similar whenever possible.

8.0 Location of Work

The work is to be performed at the Contractor's premises. The Contracting Authority will not provide work space. However, the contractor will be asked to attend in-person meetings with Departmental Representative at their office in National Capital Region (see below). Teleconferencing and Videoconferencing may be used at the prior approval of the Technical Authority.

9.0 Travel

There is no travel associated with this requirement. The contractor must attend various meetings at GAC offices in the NCR. Travel within the NCR will be at the contractor's own expense.

10.0 Security

The contractor does not require access to SIGNET or any Departmental facilities. The report is public and all the information contained in it will be made publicly available.

10.0 Definitions

For the purposes of this Statement of Work and the contract it entails, these terms shall be used and defined as follows:

“Box”: a small research article, of one or several pages with graphs/charts, inset or appended to the relevant Chapter of the Report.

“Chapter”: a building block of the Report united by a common theme, usually 10 to 20 pages long, and preceded by a Chapter infographic.

“Contract”: the contract to be awarded as the result of the contracting process to which this Statement of Work applies.

“Contracting Authority”: the minister of the Government of Canada under whose delegated authority the Contract will be awarded.

“Chapter infographic”: a Report infographic that occurs within the text of the Report, whether a Chapter, Special Feature or a Box.

“Departmental Representative”: a person within OCE officially designated by the Contracting Authority or its representatives to oversee and manage the State of Trade project.

“Infographic”: a complex graphical object featuring: 1) significant size (from half-page to a full page), 2) original design (not a copy of a public-domain material) and 3) statistical content (representing an effort to depict and explain the significance of data by placing it in a visual context. It is the most complex of data visualization tools used in the Report (other such tools include tables, charts and graphs). These infographics are subdivided into summary infographics and chapter infographics.

“Infographics book”: a collection of all Report infographics files (both summary and chapter infographics) in high-resolution format. To be used in internal briefing and external presentations, thus requiring the infographics to be modular.

“OCE”: Office of the Chief Economist, a bureau within GAC, which manages the Report production process.

“Peak Period”: April and May, when the bulk of the work on the Report is conducted. During peak period, extended availability and special arrangements on the Contractor’s part may be required.

“Project Team”: all the persons and entities (whether GAC employees or not) who are responsible for the different stages of the production of the Report (other than the contractor under this Contract), whose work is overseen by the Departmental Representative and whom the contractor under this Contract will occasionally interact with in order to fulfill the contract, as required by the Departmental Representative.

“Report”: the annual Canada’s State of Trade – Trade and Investment Update report (also known as Canada’s State of Trade and State of Trade), the production of which is the main objective of this Contract.

“Special Feature”: a single chapter-size research article on a large issue of interest, appended to the body of the Report and containing considerable data visualization material. Usually between 12 and 25 pages long.

“Summary infographic”: a Report infographic that is part of the 2-page inset at the opening of each Chapter.

ANNEX B, BASIS OF PAYMENT**A- Contract Period (From Contract award to March 31, 2020)**

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

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2019)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2019)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2020)	Up to 160 hours	\$	\$

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

3.0 Total Estimated Cost- Contract Period: \$ _____ (insert amount at contract award)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in the Contract.

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period (From April 1, 2020 to March 31, 2021)**1.0 Firm Lot Price**

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2020)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2020)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2021)	Up to 160 hours	\$	\$

B-2 Extended Contract Period (From April 1, 2021 to March 31, 2022)**1.0 Firm Lot Price**

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2021)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2021)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2022)	Up to 160 hours	\$	\$

B-3 Extended Contract Period (From April 1, 2022 to March 31, 2023)

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2022)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2022)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2023)	Up to 160 hours	\$	\$

B-4 Extended Contract Period (From April 1, 2023 to March 31, 2024)

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2023)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2023)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2024)	Up to 160 hours	\$	\$

ANNEX C, SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat BEI - State of Trade - 2018	19-148612
Security Classification / Classification de sécurité	

**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 Global Affairs Canada	2. Branch or Directorate / Direction générale ou Direction Office of the Chief Economist	
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 Contractor is provided graphic design services for the report "State of Trade". The services will include developing a visual concept for the publication, page-setting and producing infographics going in the report.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 19-148612
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 19-148612
Security Classification / Classification de sécurité

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

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

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

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 19-148612
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Andreea Stoianesteanu	Title - Titre Contract Security Coordinator	Signature <i>Andreea Stoianesteanu</i>	
Telephone No. - N° de téléphone 343-203-3069	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel andreea.stoianesteanu@international.gc.ca	Date 2018-11-21
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX X to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, 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 1 to Part 3, Pricing Schedule

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid: for each of the periods specified below its quoted all-inclusive fixed rates (in Can \$) for each of the elements identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

A- Contract Period (From Contract award to March 31, 2020)

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

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2019)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2019)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2020)	Up to 160 hours	\$	\$

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

3.0 Total Estimated Cost- Contract Period: \$ _____ (EVALUATED PRICE)

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in the Contract.

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period (From April 1, 2020 to March 31, 2021)

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2020)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2020)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2021)	Up to 160 hours	\$	\$

B-2 Extended Contract Period (From April 1, 2021 to March 31, 2022)

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2021)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2021)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2022)	Up to 160 hours	\$	\$

B-3 Extended Contract Period (From April 1, 2022 to March 31, 2023)

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2022)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2022)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2023)	Up to 160 hours	\$	\$

B-4 Extended Contract Period (From April 1, 2023 to March 31, 2024)

1.0 Firm Lot Price

Upon delivery, inspection, and acceptance of the following deliverables from 6.0 of the Statement of Work and the Work as described in Annex A, Statement of Work, the Contractor will be paid the firm lot prices as follows:

Deliverable/Task	Firm Lot Price
Completion of deliverables 1 through 5 in section 6.0 of Statement of Work (by June 1, 2023)	\$
Completion of deliverable 6 in Section 6.0 of Statement of Work (by July 1, 2023)	\$

2.0 Professional Fees

For the following tasks and deliverables from 6.0 of the Statement of Work, the Contractor will be paid all-inclusive fixed time rates as follows:

Deliverable/Task	Estimated Level of Effort	All-inclusive Hourly Rate	Total price
Completion of deliverable 7 through 9 of Section 6.0 of Statement of Work (ongoing until March 31, 2024)	Up to 160 hours	\$	\$

Attachment 1 to Part 4, Bid Evaluation Criteria

1.0 TECHNICAL CRITERIA

- a) It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data in their proposals. Note: the compliance grid, by and of itself does not constitute demonstrated evidence. The Bidder must submit a detailed CV for each of the proposed resources.
- b) Education must have been obtained from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized Canadian academic credentials assessment service providers can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>.

In order to obtain points for education and professional accreditations, the Bidder should also include photocopies of certificates. If not provided with the bid, Bidders must provide them upon request and in the timeframe stated by the Contracting Authority.

- c) The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation.

Each project summary should include the name, phone number or e-mail of client reference. Canada reserves the right to request and contact Client references to validate information in the proposal.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience as they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two projects references is seven (7) months. Bidders are asked to indicate on the resumes how many months/years are to be counted for each project.

For each criterion, details should be provided regarding the qualifications, relevant experience and expertise of the proposed personnel. For mandatory and point rated requirements, the experience of the proposed resource(s) must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out, and the client. The evaluation criteria matrix must be used to answer the mandatory and point rated criteria. Therefore, the answers are to be entered directly into the matrix, explaining how each criterion has been met, while referencing both the page and project numbers as indicated in the resume.

- d) It is recommended that the Bidder also include in the CV, the current level of personnel security held by the proposed resource and their corresponding Canadian Industrial Security Directorate (CISD) file number.

- e) Reference Checks and Interviews may be sought: If reference checks are conducted by Canada, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will send all e-mail reference check requests to contacts supplied by all the Bidders on the same day. Canada will not award any points unless the response is received within 5 working days. 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. Points will not be allocated if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder). Nor will points be allocated if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder. Crown references will be accepted.

1.1 Mandatory Criteria

1.1.1 Mandatory Technical Criteria

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

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

#	Mandatory Criteria	Met/Not Met	Demonstrated Experience and Cross Reference to Proposal
M1	<p>The Bidder must demonstrate experience in graphic design of large and complex reports with significant infographic content by providing examples and detailed project descriptions.</p> <p>The Bidder must provide a list (and web links to final products) of at least five examples of reports of similar length and complexity as the one described in Annex A, Statement of Work that it has produced.</p> <p>Two of the examples submitted for this criterion must include the name, title, telephone number, and email address of the client reference.</p> <p>The detailed project descriptions must include:</p> <ul style="list-style-type: none"> • Description of services provided under the project, • Amount of full-page infographic content in the project, • Name of the client, • Duration of the project, and • Size of project. <p>GAC reserves the right to conduct a reference check to validate the information provided. It is the bidder's responsibility to acquire permission from the references provided to divulge any information on the projects and/or the references.</p> <p>For the purposes of this criterion, "large" shall mean "over 100 pages", "complex reports" shall mean "multi-part reports that combine multiple documents and styles", and "significant infographic content" shall mean "a minimum of 5 full-page infographic designs".</p>		

#	Mandatory Criteria	Met/Not Met	Demonstrated Experience and Cross Reference to Proposal
M2	<p>The Bidder must demonstrate experience designing and doing page-setting for a governmental report by providing detailed project descriptions and examples.</p> <p>The Bidder must provide two (2) examples of governmental reports where the branding requirements (in either French or English) and/or guidelines of a governmental entity had to be implemented. The examples must include the weblink or hard copy of both the report itself and branding requirements.</p> <p>For the purposes of this criterion, “governmental reports” shall mean “a report of at least 25 pages with a minimum of 5 full-page infographics”.</p>		
M3	<p>The Bidder must demonstrate experience, within the last 2 years, working with the Web Content Accessibility Guidelines 2.0 (WCAG 2.0) by providing examples including the hard copy or weblink.</p> <p>The Bidder must demonstrate by providing examples experience developing accessible web PDFs that comply with the WCAG 2.0 and have layout and design elements.</p> <p>The Bidder must provide two (2) examples of an accessible web PDFs (in English and/or French) that maintain the same layout and design elements as the print version and comply with the WCAG 2.0.</p> <p>For the purposes of this criterion, “governmental reports” shall mean “a report of at least 25 pages with a minimum of 5 full-page infographics”.</p>		

#	Mandatory Criteria	Met/Not Met	Demonstrated Experience and Cross Reference to Proposal
M4	<p>The Bidder must demonstrate using detailed project descriptions its ability to make its project personnel available during nights and weekends for work/consultation/meetings throughout the contract, and demonstrate flexibility during the peak period in maximizing the turnover of the information between the Project Team and the Bidder. This is essential to produce the larger part of the deliverables between the signature of the Contract and June 1, 2019.</p> <p>The Bidder must provide at least one project description of a project with tight deadlines and an explanation of how it had personnel available during evenings and weekends for work/consultation/meetings to meet deadlines. The Bidder must provide the following information for the project:</p> <ul style="list-style-type: none"> • Name of the project and description of services provided under the project, • Name of the client, • Personnel availability provided to work evenings and weekends, • Start and end dates of project • Project reference with name and telephone number. <p>GAC reserves the right to conduct a reference check to validate the information provided. It is the bidder's responsibility to acquire permission from the references provided to divulge any information on the projects and/or the references.</p>		
M5	<p>The Bidder must demonstrate experience in working with large volumes of statistics in various forms and turning those into effective data visualizations, including both large infographics and interactive representation by providing detailed project descriptions.</p> <p>The Bidder must provide at least two (2) projects containing five or more visual representations – static or interactive – of statistical information with an explanation (no more than 2 paragraphs) detailing the type and size of the statistical input underlying the data visualization. At least one of the projects must include interactive data representation.</p>		

1.2 Point Rated Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

A Bidder must obtain a minimum pass mark of 71% in order to be considered responsive.

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

Item	Description of Criteria	Points Breakdown	Cross reference to proposal. Indicate potential points (Supplier to complete)
R1	<p>The Bidder should demonstrate its capability to develop a report of similar size and complexity to the State of Trade report described in Annex A, Statement of Work by providing detailed project descriptions and links to the web-version example.</p> <p>To score points in this criteria, the examples provided must:</p> <ul style="list-style-type: none"> i) be of at least 100 pages; ii) have at least 5 full-page infographics; iii) have at least one accompanying web-based interactive element. iv) be for a wide target audience including media, other government organizations, non-government organizations, and industry. <p>Each project description must include:</p> <ul style="list-style-type: none"> a) Client Organization Name b) Client Contact Name and Title c) Client reference information including phone number and e-mail address d) Project start and end dates (year and month) e) Description of the projects scope 	<p>Each project will be awarded points based on the following:</p> <ul style="list-style-type: none"> a) Similar to the Scope, Tasks, and Deliverables described in Annex A, Statement of Work;(10 points) b) Focusing on the analysis of trends and statistics; (10 points) c) Be produced for a government department or agency (10 points) <p>In addition to the above, bonus points will be scored based on reference checks conducted to validate the projects submitted in the proposal.</p> <ul style="list-style-type: none"> a) Unable to contact reference, reference does not respond, reference does not validate information provided in the proposal (0 points) b) Reference validates information (10 points) c) Reference validates information and provides an above-average response including a recommendation (20 points) <p>For a total of 50 points per project and a maximum of 100 points.</p>	

Item	Description of Criteria	Points Breakdown	Cross reference to proposal. Indicate potential points (Supplier to complete)
	<p> f) The target audience g) Links to the web-version of end product of the project h) Samples of data visualization (with web links) and report layout. </p> <p>GAC reserves the right to conduct a reference check to validate the information provided. It is the bidder's responsibility to acquire permission from the references provided to divulge any information on the projects and/or the references.</p> <p>Only the first two projects, in the order they were submitted for this criterion will be evaluated for this criterion.</p>		
R2	<p>The Bidder should demonstrate a complete understanding of the Required Graphic Design Services as outlined in the Statement of Work by providing a work plan to accomplish the Work in Annex A, Statement of Work using the 2018 State of Trade report and the new accompanying interactive web data visualization.</p>	<p>The work plan will be scored based on demonstrating the following elements:</p> <ul style="list-style-type: none"> • How the project will be managed (procedures, timetables, level of efforts, report to project team); (10 points) • How the concept development/creative design will be developed and presented to the project authority; (10 points) • How the graphic design/production will be done and the final products will be delivered (design tools used should be included); (10 points) • How they will respond to and deliver on urgent project needs (within 2-7 hours) by demonstrating they the ability and capacity in the team, and flexibility in the workflow process (10 points) • Their Quality Management system and how they will 	

Item	Description of Criteria	Points Breakdown	Cross reference to proposal. Indicate potential points (Supplier to complete)
		ensure quality of final deliverables and how the requirements stated in the Statement of Work are done on time and on budget.(10 points) For a maximum of 50 points.	

Minimum Pass Mark: 100/150

Total Points Achieved: /150