



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

|   |  |
|---|--|
| <b>Title - Sujet</b><br>Intermediate Network Analysts   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W3028-18TM03/A  | <b>Amendment No. - N° modif.</b><br>001      |
| <b>Client Reference No. - N° de référence du client</b><br>W3028-18-TM03  | <b>Date</b><br>2019-01-30                    |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$KIN-535-7735  |  |
| <b>File No. - N° de dossier</b><br>KIN-8-50183 (535)  | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2019-02-12</b>  |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/> |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Carriere, Nancy  | <b>Buyer Id - Id de l'acheteur</b><br>kin535 |
| <b>Telephone No. - N° de téléphone</b><br>(613) 545-8764 ( )  | <b>FAX No. - N° de FAX</b><br>(613) 545-8067 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b>   |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Solicitation Amendment 001 is raised for the following:**

1. Amend the solicitation to delete any reference to epost Connect.
  2. Answer questions from the bidding community.
- 

**1. REFERENCE: PART 2 - BIDDER INSTRUCTIONS**

**2.2 Submission of Bids**

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation or through epost Connect if the Bidder chooses to use this service.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

**DELETE: In its entirety**

**INSERT: PART 2 - BIDDER INSTRUCTIONS**

**2.2 Submission of Bids**

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted

**2. Question from the Bidding Community**

Is it possible to submit one (1) resource or do we need to provide a bid for both?

**Answer from Canada**

The Bidder must provide a bid for both resources.

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**ANNEX "B"**  
**BASIS OF PAYMENT**

***Note to Bidder: Canada will insert information at time of award, using the rates provided by the successful bidder in Attachment 2 to Part 4 – Pricing Schedule.***

Customs duties are included, FOB Destination (Kingston, Ontario). Work must be performed in accordance with Annex "A" - Statement of Work. All Pricing is in Canadian dollars. HST is not included in the pricing below and will be show as a separate item on all invoices.

**1. Time Worked**

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 fixed daily rate must be prorated to reflect the actual time worked.

**(a) Definition of a Day - Proration**

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

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**(b) Travel Time**

The Contractor will not be paid any firm per diem rates for travel time.

\*Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem by 7.5.

Time spent by a contracted individual travelling to and from specific pre-authorized work assignments (not commuting) that are more than 100 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$\frac{\text{Hours of travel} \times 50\% \text{ of firm all-inclusive per Diem rate}}{7.5 \text{ hours.}}$$

The firm all-inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre- authorized work assignment that is less than 100 kilometres. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under any resulting contract.

## **2. Cost Reimbursable Expenses**

### **(a) Travel and Living Expenses**

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the negotiated meal and private vehicle allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel. All payments are subject to Government Audit. All travel must have the prior authorization of the Technical Authority.

## **3. Resources**

The resources must perform the work covered under both Pricing Basis A1, A2 and Pricing Basis B1 and B2.

### **Resource for:**

#### **A.8 Systems Analyst, Level 3**

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

### **Resource for:**

#### **I.6 Network Analyst, Level 2**

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

**Pricing Basis A1**

**Initial Contract Period (28 February, 2019 to 31 March 2021):**

**Year 1 – 28 February 2019 – 31 March 2020**

**Year 2 - 1 April 2020 – 31 March 2021**

| Category of Personnel,<br>Stream 1, Applications<br>Services | Level of<br>Expertise | "A"<br>Estimated<br>Number of<br>Days per<br>Year | "B"<br>Year<br>Firm Per Diem<br>Rate (\$CAD) | Total Cost<br>(\$CAD)<br>A * B |
|--|-----------------------|---|--|--------------------------------|
| A.8 Systems Analyst  | Level #3              | 22  | \$   | \$                             |
| A.8 Systems Analyst  | Level #3              | 240   | \$   | \$                             |
| The total cost for Pricing Basis A1<br>(\$CAD):              |                       |   |  | \$                             |

**Pricing Basis B1**

**Option Periods:**

**Option Year 1 April 2021 – 31 March 2022**

| Category of Personnel,<br>Stream 1, Application<br>Services | Level of<br>Expertise | "A"<br>Estimated<br>Number of<br>Days per<br>Year | "B"<br>Year<br>Firm Per Diem<br>Rate (\$CAD) | Total Cost<br>(\$CAD)<br>A * B |
|---|-----------------------|---|--|--------------------------------|
| A.8 Systems Analyst   | Level #3              | 240   | \$   | \$                             |
| The total cost for Pricing Basis B1<br>(\$CAD):             |                       |   |  | \$                             |

**Pricing Basis A2**

**Initial Contract Period (28 February, 2019 to 31 March 2021):**

**Year 1 – 28 February 2019 – 31 March 2020**

**Year 2 - 1 April 2020 – 31 March 2021**

| Category of Personnel,<br>Stream 3, Information<br>Management/Information<br>Management Service | Level of<br>Expertise | "A"<br>Estimated<br>Number of<br>Days per<br>Year | "B"<br>Year<br>Firm Per Diem<br>Rate (\$CAD) | Total Cost<br>(\$CAD)<br>A * B |
|---|-----------------------|---|--|--------------------------------|
| I.6 Network Analyst   | Level #2              | 22  | \$   | \$                             |
| I.6 Network Analyst   | Level #2              | 240   | \$   | \$                             |
| The total cost for Pricing Basis A2<br>(\$CAD):   |                       |   |  | \$                             |

**Pricing Basis B2**

**Option Periods:**

**Option Year 1 April 2021 – 31 March 2022**

| Category of Personnel,<br>Stream 3, , Information<br>Management/Information<br>Management Service | Level of<br>Expertise | "A"<br>Estimat<br>ed<br>Number<br>of Days<br>per Year | "B"<br>Year<br>Firm Per Diem<br>Rate (\$CAD) | Total Cost<br>(\$CAD)<br>A * B |
|---|-----------------------|---|--|--------------------------------|
| I.6 Network Analyst   | Level #2              | 240   | \$   | \$                             |
| The total cost for Pricing Basis B2<br>(\$CAD):   |                       |   |  | \$                             |

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

**(See attached)**

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**Annex "D"**  
**Non-Disclosure Agreement**

**Non-Disclosure Agreement**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract No. W3028-18TM03 between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W8476-195919.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**ANNEX "F"**  
**DND 626 TASK AUTHORIZATION FORM**

(see attached)