



REQUEST FOR PROPOSAL

RETURN BIDS TO:

Bids must be submitted by email and must be submitted ONLY to the following email address:

soumission.bid@aadnc-aandc.gc.ca

REQUEST FOR PROPOSALS

Proposal to DIAND:

We hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indigenous and Northern Affairs Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price(s) set out therefor.

Bidder
Name
Address
Telephone Number
GST/HST Number
QST Number

Title Executive Secretary	
Solicitation Number 1000209860	
Date (YYYYMMDD) 2019-03-21	
Solicitation Closes At 2:00 p.m.	Time Zone Eastern Daylight Time (EDT)
On (YYYYMMDD) 2019-04-30	
Contracting Authority	
Name Christine Madore	
Telephone Number (819) 956-8245	
Facsimile Number (819) 953-7721	
Email Address christine.madore@canada.ca	
Destination(s) of Services Gatineau, Canada Quebec	
Security THIS REQUEST DOES NOT INCLUDE SECURITY PROVISIONS	
Instructions:	
See Herein	
Delivery Required	
See Herein	
Person Authorized to sign on behalf of Bidder	
Name	
Title	

March 2019 - Medium Complexity Bid Solicitation and Resulting Contract Template (MC)

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	4
1.1 SECURITY REQUIREMENTS	4
1.2 STATEMENT OF WORK	4
1.3 DEBRIEFINGS.....	4
1.4 TRADE AGREEMENTS.....	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS	7
2.3 FORMER PUBLIC SERVANT	7
2.4 ENQUIRIES - BID SOLICITATION.....	9
2.5 APPLICABLE LAWS.....	9
PART 3 - BID PREPARATION INSTRUCTIONS	10
3.1 BID PREPARATION INSTRUCTIONS	10
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	11
4.2 BASIS OF SELECTION	25
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION.....	27
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	27
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	27
PART 6 - RESULTING CONTRACT CLAUSES.....	29
6.1 SECURITY REQUIREMENTS	29
6.2 STATEMENT OF WORK	29
6.3 STANDARD CLAUSES AND CONDITIONS.....	29
6.4 TERM OF CONTRACT	30
6.5 AUTHORITIES	30
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	31
6.7 PAYMENT	31
6.8 INVOICING INSTRUCTIONS	32
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	33
6.10 APPLICABLE LAWS.....	33
6.11 PRIORITY OF DOCUMENTS	33
6.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR).....	33
6.13 FOREIGN NATIONALS (FOREIGN CONTRACTOR).....	33
6.14 JOINT VENTURE.....	34
6.15 SPECIFIC PERSON(S).....	34
6.16 REPLACEMENT OF SPECIFIC INDIVIDUALS	34
ANNEX "A"	35
STATEMENT OF WORK	35
ANNEX "B"	37
BASIS OF PAYMENT.....	37
ANNEX "C"	38

Solicitation No.
1000209860
Client Ref. No.
1000209860

Amd. No.

Buyer ID
CE8

CERTIFICATION – LANGUAGE PROFICIENCY	38
ANNEX "D"	39
FORM M6: REFERENCE FORM.....	39

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1.1.1 There is no security requirements associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

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).

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>) 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 with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND);
- b) Subsection 3.a) of Section 01, Integrity Provisions - Bid of the 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“.
- c) Section 03 is amended as follows:

Delete: “Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16”
- d) Section 05, Subsection 2, is amended as follows and renumbered accordingly:

Delete: d. “send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided in section 08”;

Insert: d. send its bid only to the Bid Receiving Address specified on page 1 of the bid solicitation;

Delete: e. “ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid”

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

- e) Section 08 is amended as follows:

Delete: Subsections 1 - 3

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

g) Section 12, Subsection 1 is amended as follows and renumbered accordingly:

Delete:

- a. "the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
- b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform";

h) Section 17, Subsection 1 c) is revised as follows:

- c) the name of the representative of the joint venture who will be named as the Lead Member in any resulting contract, i.e. the member chosen by the other members to act on their behalf, if applicable;

i) Section 17, Subsection 3 is amended as follows:

Delete: "The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract."

Insert: "The bid must be signed by all the members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract."

j) Section 20, is amended as follows:

Delete: Subsection 2.

2.2 Submission of Bids

2.2.1 Bids (and any amendments thereto) must be submitted only by Email to the following address: aadnc.soumissionbid.aandc@canada.ca by the date and time indicated on page 1 of the bid solicitation. DIAND will not assume responsibility for bids (and any amendments thereto) directed to any other locations. Bids submitted by any other means will not be accepted.

2.2.2 The total size of the Email, including all attachments, **must not exceed 10 megabytes (MB)**. It is solely the Bidder's responsibility to ensure that the total size of the Email does not exceed this limit.

It is important to note that Email systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of Emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

2.2.3 Email Submissions

In the Email containing their proposal, Bidders must clearly identify the RFP number in the Subject Line and must clearly identify the following in the body of the Email:

- **Contracting Authority**
- **Closing Date:**
- **Bidder's Name and Address**
- **"Tender Documents Attached"**

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 **10** 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 the province of Quebec.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid as separate attachments to their Email as follows:

Attachment I: Technical Bid, electronic copy, in PDF format.

Attachment II: Financial Bid, electronic copy, in PDF format.

Attachment III: Certifications, electronic copy, in PDF format.

Attachment IV: Additional Information, electronic copy, in PDF format.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B.

3.1.1 Electronic Payment of Invoices – Bid

The method of invoice payment by the Department of Indian Affairs and Northern Development is by direct deposit to the Bidders/Offerors' financial institution of choice.

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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and members of the Arctic Council will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

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

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference portion)		
			Pass	Fail
M1	<p>The bidder must propose one (1) resource under this Request For Proposal (RFP).</p> <p>The submission is to consist of a written proposal that facilitates a clear and straightforward evaluation based on the information requested.</p> <p>The bidder's proposed resource must include their current curriculum vitae (CV) with the technical proposal.</p>			
M2	<p>Education</p> <p>The proposed resource must hold a Bachelor's degree from a recognized university.</p> <p>A copy of the university degree must be provided with the technical bid.</p>			

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference portion)		
			Pass	Fail
M3	<p>Experience</p> <p>The bidder's proposed resource must demonstrate, through their proposal, a minimum of five (5) years of experience in the past ten (10) years providing strategic, logistical, administrative, and technological support. Consistent with the Statement of Work, this experience must include:</p> <ol style="list-style-type: none"> 1. Providing strategic organizational support and advice, based on relevant subject matter expertise, to advance organizational work plans and strategic objectives in a timely manner. 2. Demonstrated examples of interpersonal skills including working collaboratively with Indigenous Peoples and/or with culturally diverse groups of stakeholders and demonstrating a high-level of awareness of Indigenous issues. 3. Demonstrated examples of organizational leadership skills in team building, creating and providing organizational efficiency and improving workflow. 4. Demonstrated examples of judgment and quality work in a multi-stakeholder setting. 5. Managing communications and outreach, including promoting an organizational web presence, website maintenance and social media management (i.e. Twitter, Facebook, Dropbox) and interpersonal skills, to advance priorities in a multilateral environment with diverse perspectives. 6. Retaining and growing both in-kind and financial contributions to the activities of the SDWG. This includes liaising with existing partners (with an emphasis on Arctic Council Observers) as well as bringing new and creative ideas for improving fundraising activities. 7. Developing and ensuring the timely submission of professional documents, including: correspondence, briefings, presentations, reports, and communications and outreach materials with style and language tailored to the appropriate task, audience and objectives. 			

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference portion)		
			Pass	Fail
	<p>8. Planning and organizing multi-stakeholder meetings under a professional setting.</p> <p>9. Managing and archiving records and documents, including meeting and project documents.</p>			
M4	<p>Samples of Written Work</p> <p>The bidder's proposed resource must provide one (1) sample of their written work for each of the experience described in M3 (maximum 1000 words).</p> <p>All samples must be included with the technical proposal.</p>			
M5	<p>Language Proficiency</p> <p>The bidder's proposed resource must have the capacity to provide the services in English.</p> <p>The bidder must certify that the proposed resource can provide the services in English at the Advanced Level, as per the Language Proficiency Grid in Annex C.</p> <p>A signed certification must be submitted with the technical proposal (Annex C).</p>			
M6	<p>References</p> <p>The bidder's proposed resource must provide two (2) completed M6 Reference Forms, completed by two (2) impartial references. The form must affirm that the candidate satisfactorily managed a project of at least six (6) months in duration within the past five (5) years, with "yes" answers to each question. The Reference Forms must be for two separate projects (Annex D).</p> <p>All reference forms must be submitted with the technical proposal.</p>			

4.1.1.2 Point Rated Technical Criteria

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

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	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R1	In relation to M1, submission of a quality proposal with a format and clarity that facilitates a clear and straightforward evaluation based on the information requested.		6	10	<p>9-10 points The formatting and pagination of the proposal is logical, concise, and consistent. Text written by the proposed resource is comprehensible and free of errors related to spelling, grammar, and syntax.</p> <p>6-8 points The formatting and pagination of the proposal is generally logical and concise, with some inconsistencies. Text written by the proposed resource is comprehensible and avoids major errors related to spelling, grammar, and syntax.</p> <p>0-5 points The formatting and pagination of the proposal is somewhat logical and somewhat concise, with numerous inconsistencies. Text written by the proposed resource is generally comprehensible but includes numerous errors.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R2	In relation to M3, point 1, the bidder's proposed resource can demonstrate experience in providing strategic organizational support, based on relevant subject matter expertise, and advice to advance organizational work plans and strategic objectives in a timely manner.		5	10	<p>9-10 points The response demonstrates direct experience in providing strategic organizational support based on relevant subject matter expertise to advance organizational work plans and strategic objectives in a timely manner, including two (2) or more relevant examples relating to Sustainable Development and/or the circumpolar North.</p> <p>7-8 points The response demonstrates direct experience in providing strategic organizational support in a timely manner including an example relating to Sustainable Development and/or the circumpolar North.</p> <p>5-6 points The response demonstrates experience in providing strategic organizational support in a professional environment.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R3	In relation to M3, point 2, the bidder's proposed resource can demonstrate examples of excellent interpersonal skills including working collaboratively with Indigenous Peoples and/or with culturally diverse groups of stakeholders and demonstrates a high-level of awareness of Indigenous issues.		5	10	<p>9-10 points The response demonstrates a high-level of awareness of Indigenous issues and excellent interpersonal skills including working collaboratively with Indigenous Peoples and/or with culturally diverse groups of stakeholders, with one (1) or two (2) relevant examples in a circumpolar setting.</p> <p>7-8 points The response demonstrates excellent interpersonal skills including working collaboratively with Indigenous Peoples and/or culturally diverse groups of stakeholders with one (1) or two (2) relevant examples in a domestic setting.</p> <p>5-6 points The response demonstrates good interpersonal skills including working collaboratively with culturally diverse groups of stakeholders in a professional setting.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R4	In relation to M3, point 3, the bidder's proposed resource can demonstrate examples of organizational leadership skills in team building, creating and providing organizational efficiency and improving workflow.		5	10	<p>9-10 points The response demonstrates firsthand experience of organizational leadership in team building, and creating and providing organizational efficiency and improving workflow with two (2) or more relevant examples in a multilateral or international setting.</p> <p>7-8 points The response demonstrates firsthand experience of leadership in team building and providing organizational efficiency, with one (1) relevant example in an organizational setting.</p> <p>5-6 points The response demonstrates experience in leadership in team building and improving efficiency in a professional setting.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R5	In relation to M3, point 4, the bidder's proposed resource can demonstrate examples of judgment and quality work in a multi-stakeholder setting.		5	10	<p>9-10 points The response demonstrates firsthand experience in providing excellent judgement and quality work in a multi-stakeholder setting, with two (2) or more relevant examples.</p> <p>7-8 points The response demonstrates firsthand experience in providing good judgement and quality work in a multi-stakeholder setting with one (1) or more relevant examples in a domestic setting.</p> <p>5-6 points The response demonstrates experience in providing judgement and quality work in an organizational setting with one (1) or more examples in a professional setting.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R6	<p>In relation to M3, point 5, the bidder's proposed resource can demonstrate experience in managing communications and outreach, including promoting an organizational web presence, website maintenance, social media management (e.g. Twitter, Facebook, and Dropbox) and interpersonal skills to advance priorities in a multilateral environment with diverse perspectives.</p>		5	10	<p>9-10 points The response demonstrates two (2) or more firsthand examples of managing communications and outreach, including promoting an organizational web presence through the effective use of technology and social media platforms in a multi-lateral environment.</p> <p>7-8 points The response demonstrates relevant experience in managing communications and outreach, including through the effective use of technology and social media platforms in an organizational setting and provides one (1) or more examples.</p> <p>5-6 points The response demonstrates relevant experience in managing communication and outreach in a professional environment.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R7	<p>In relation to M3, point 6, the bidder's proposed resource can demonstrate examples of retaining and growing in-kind and financial contributions to the activities of the SDWG, this includes liaising with existing partners (with an emphasis on Arctic Council Observers) and bringing new ideas for improving fundraising activities.</p>		5	10	<p>9-10 points The response demonstrates two (2) or more firsthand examples of growing financial or in-kind contributions for a multilateral or international organization.</p> <p>7-8 points The response demonstrates relevant experience in growing in-kind or financial contributions or activities in an organizational setting and provides one (1) or more examples.</p> <p>5-6 The response demonstrates experience in retaining or growing in-kind or financial contributions in a professional setting.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R8	<p>In relation to M3, point 7, the bidder's proposed resource can demonstrate experience in developing and ensuring the timely submission of professional documents, including: correspondence, briefings, presentations, reports, and communications materials, with style and language tailored to the appropriate task, audience and objectives.</p>		5	10	<p>9-10 points The response demonstrates firsthand experience in developing and ensuring the timely submission of professional documents of various types and tailored to specific objectives, with two (2) or more relevant examples in a multilateral or international setting.</p> <p>7-8 points The response demonstrates firsthand experience in document development and submission with one (1) or more relevant examples in a domestic organization.</p> <p>5-6 points The response demonstrates relevant experience in document drafting and submission in an organizational setting.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R9	In relation to M3, point 8, the bidder's proposed resource can demonstrate experience in planning and organizing multi-stakeholder meetings under a professional setting.		5	10	<p>9-10 points The response demonstrates firsthand experience in planning and organizing multi-stakeholder meetings in a professional setting, with two (2) or more examples in an international or multilateral setting.</p> <p>7-8 points The response demonstrates firsthand experience in organizing multi-stakeholder meetings, with one (1) more relevant examples in a domestic setting.</p> <p>5-6 points The response demonstrates relevant experience in organizing multi-stakeholder in an organizational context.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R10	In relation to M3, point 9, the bidder's proposed resource can demonstrate experience in managing and archiving records and documents, including meeting and project documents.		5	10	<p>9-10 points The response demonstrates firsthand experience in managing and archiving records and documents, with two (2) or more relevant examples in a multilateral or international setting.</p> <p>7-8 points The response demonstrates firsthand experience in managing and archiving documents with one (1) or more relevant examples in an organizational setting.</p> <p>5-6 points The response demonstrates relevant experience in managing and archiving records and documents in a professional setting.</p> <p>0-4 points The response demonstrates little or no experience or knowledge.</p>

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference portion)	Minimum Score	Maximum Score	Evaluation Factors
R11	In relation to M4; submission of one (1) sample of written work for each experience described under M3 (maximum 1000 words).		6	10	<p>9-10 points Text written by the proposed resource is comprehensible, concise, and free of errors related to spelling, grammar, and syntax.</p> <p>6-8 points Text written by the proposed resource is comprehensible and avoids major errors related to spelling, grammar, and syntax.</p> <p>0-5 points Text written by the proposed resource is generally comprehensible but includes numerous errors.</p>
Total Points			/	/	
Minimum Points Required to Pass			57	110	

4.2 Basis of Selection

4.2.1 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 57 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 110 points.
2. Bids not meeting "(a) or (b) and (c)" 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 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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.

In the event of more than one (1) bidder has the same Combined Rating, the bidder with the Highest Technical Merit Score will be ranked higher.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 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 (70%) and Price (30%)

		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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	76.15	77.70
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 declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Certification – Language Proficiency (Refer to Annex C)

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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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 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

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

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

5.2.3.3 Certifications - Contract

SACC Manual clause [A3015C](#) (2010-08-16) Certification - Contract

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Department of Indian Affairs and Northern Development (DIAND); and
- b) "Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16)," is deleted from the text under Section 2 – Standard Clauses and Conditions.
- c) Section 10, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery".

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery".

- d) Section 10, Subsection 2 , paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)".

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)".

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (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 15 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christine Madore
Title: Senior Procurement Officer
Department Name: Department of Indian Affairs and Northern Development
Directorate: Material and Assets Management
Address: 10 Wellington Street, 13th Floor, Gatineau, Quebec, K1A 0H4

Telephone: 819-956-8245
Facsimile: 819-953-7721
E-mail address: christine.madore@canada.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.

6.5.2 Project Authority (TO BE IDENTIFIED AT CONTRACT AWARD)

The Project Authority for the Contract is:

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the

Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (TO BE IDENTIFIED AT CONTRACT AWARD)

6.6 Proactive Disclosure of Contracts with Former Public Servants (TO BE IDENTIFIED AT CONTRACT AWARD)

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.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment at Annex B.

6.7.2 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ 30,000.00 (taxes included.)

6.7.3 Travel Status Time

Rates are inclusive of any time spent traveling from the Contractor's work location to a specific pre-authorized work assignment that is 100 kilometers or less.

Time spent by a Contractor traveling to and from specific pre-authorized work assignments where the distance is more than 100 kilometers from the Contractor's work location may be billed at 50% of the Contractor's per diem or hourly rate.

Where the time traveled is more or less than a day, per diem rates will be converted to hourly rates based on a 7.5 day when calculating reimbursement costs.

6.7.4 Limitation of Expenditure (TO BE IDENTIFIED AT CONTRACT AWARD)

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are not applicable 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.

6.7.5 Method of Payment - Monthly Payment

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

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

6.7.6 T1204 – Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.7.7 Electronic Payment of Invoices - Contract

The method of invoice payment by the Department of Indian Affairs and Northern Development is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Department of Indian Affairs and Northern Development Electronic Payment Request form (https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20-545_1362495227097_eng.pdf), and submit the form to the address provided.

6.7.8 Time Verification

SACC Manual clause C0711C (2008-05-12) Time Verification

6.8 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.

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;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of **(TO BE IDENTIFIED AT CONTRACT AWARD)**.

6.11 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 general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A., Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Certification – Language Proficiency; and
- (f) the Contractor's bid dated **(TO BE IDENTIFIED AT CONTRACT AWARD)**.

6.12 Foreign Nationals (Canadian Contractor)

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

6.13 Foreign Nationals (Foreign Contractor)

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

6.14 Joint Venture

6.14.1 The joint venture (the "Joint Venture") is comprised of the following members:

[List Joint Venture members]

6.14.2 (_____) has been appointed as the "**Lead Member**" of the Joint Venture and has full authority to act as agent for each member of the Joint Venture with respect to all matters relating to the Contract;

6.14.3 By giving notice to the Lead Member, Canada shall be deemed to have given notice to all members of the Joint Venture;

6.14.4 The payment of moneys under the Contract to the Lead Member will act as a release from all the members of the Joint Venture;

6.14.5 Canada may, at its discretion, in the event of disputes among the members of the Joint Venture or changes in its composition, terminate the Contract; and

6.14.6 All members of the Joint Venture are jointly and severally or solidarily liable for the performance of the Contract.

6.15 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: **(TO BE IDENTIFIED AT CONTRACT AWARD)**.

6.16 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

ANNEX "A"

STATEMENT OF WORK

SW1 TITLE

Executive Secretary of the Arctic Council's Sustainable Development Working Group

SW2 BACKGROUND

The 1996 Ottawa Declaration (internet link not available in French) formally established the Arctic Council as a high level intergovernmental forum to provide a means for promoting cooperation, coordination and interaction among the Arctic States, with the involvement of the Arctic Indigenous communities and other Arctic inhabitants on common Arctic issues, in particular issues of sustainable development and environmental protection in the Arctic. The Arctic Council is comprised of Canada, Finland, Iceland, the Kingdom of Denmark, Norway, Russia, Sweden, and the United States as well as six international Indigenous/Aboriginal Peoples' organizations recognized at the Arctic Council as Permanent Participants.

As one of six Arctic Council Working Groups, the Sustainable Development Working Group (SDWG) is mandated to propose and adopt steps to be taken by the Arctic States to advance sustainable development in the Arctic as defined within its Strategic Framework (2017). The SDWG focuses on initiatives that provide practical knowledge and contribute to capacity building of Indigenous peoples and Arctic communities to respond to local, regional and global challenges and opportunities.

Canada (through the Department of Crown-Indigenous Relations and Northern Affairs Canada) has managed and paid for the SDWG Executive Secretary since 2002, with additional financial support from Finland. Canada's mandate was clarified by SDWG Heads of Delegation in 2014, with their endorsement of revised SDWG Operating Guidelines that reflect a defined SDWG Executive Secretary (refer to SW4 Scope of Work and Outputs).. The current Executive Secretary's contract ends on June, 1st, 2019. To prepare for this transition, and ensure that the SDWG continues to be fully supported, work is underway to secure a new Executive Secretary before May 31st, 2019.

SW3 OBJECTIVES

To secure one full-time resource to fulfill the responsibilities of the Executive Secretary of the Arctic Council's Sustainable Development Working Group.

SW4 SCOPE OF WORK AND OUTPUTS

- 4.1. On a strategic level, the SDWG Executive Secretary provides the Chair with support and advice to ensure the timely and robust completion of SDWG activities and initiatives.
- 4.2. The Executive Secretary communicates with the SDWG Heads of Delegation, other Arctic Council Working Group Secretariats, and key stakeholders, including Observers, to advance shared priorities.
- 4.3. The Executive Secretary works closely with the Arctic Council Secretariat to provide SDWG input to its activities (e.g. project tracking and costing).

- 4.4 On an operational level, the Executive Secretary leads by providing logistical, administrative, and technological support that includes but is not limited to: maintaining formal communication with the Heads of Delegation; ensuring timely submission of project documents (e.g. proposals, project status updates); supporting the organization of SDWG meetings; ensuring all reporting requirements are met; developing correspondence; preparing meeting/briefing/presentation materials; keeping records; archiving, managing the SDWG website and other communications and outreach materials; working closely with the Arctic Council's Permanent Participants and other indigenous organizations; and producing the SDWG annual financial report. In addition, the Executive Secretary works with emerging technologies to increase the SDWG's efficiency, improve its workflow, and realize logistical and administrative efficiencies.
- 4.5 The Executive Secretary may also be called upon to represent the Chair of the SDWG at workshops and meetings.
- 4.6 The Executive Secretary works to maintain the SDWG's professionalism and rigor by upholding high standards of writing, facilitation, and administration, and providing logistical and technological support. This work requires skills in project management, communication, and interpersonal relations. It also requires that the Executive Secretary to be sensitive to cultural diversity and have excellent judgment.
- 4.7 Owing to long distances and variations in time zone, the Executive Secretary should have excellent time management skills and be willing to travel domestically and internationally.

SW5 TRAVEL REQUIREMENTS

During the 2019-2021 Chairmanship of the Arctic Council, the Executive Secretary will be required to travel to an anticipated average of six events per year. The majority of these events will take place in Iceland.

SW6 DEPARTMENTAL SUPPORT

- 4.1 Access to relevant documentation and reference materials to which the Contractor may require;
- 4.2 Other assistance and support as appropriate.

SW7 LANGUAGE OF WORK

The work to be performed must be conducted in English.

SW8 LOCATION OF WORK

The work will be conducted at the contractor's place of business.

ANNEX "B"

BASIS OF PAYMENT

CONTRACT PERIOD: Contract Award to May 31, 2020

FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)			
(A1)	(B1)	(C1)	(D1)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B1xC1]
	250	\$	\$
Applicable Taxes			\$
Estimated Travel Expenses (applicable taxes included)			\$30,000.00
Total Estimated Cost:			\$

OPTIONAL CONTRACT PERIOD 1: June 1, 2020 to May 31, 2021

FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)			
(A2)	(B2)	(C2)	(D2)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B2xC2]
	250	\$	\$
Applicable Taxes			\$
Estimated Travel Expenses (applicable taxes included)			\$30,000.00
Total Estimated Cost:			\$

OPTIONAL CONTRACT PERIOD 2: June 1, 2021 to May 31, 2022

FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)			
(A3)	(B3)	(C3)	(D3)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B3xC3]
	250	\$	\$
Applicable Taxes			\$
Estimated Travel Expenses (applicable taxes included)			\$30,000.00
Total Estimated Cost:			\$

OPTIONAL CONTRACT PERIOD 3: June 1, 2022 to May 31, 2023

FIXED/FIRM ALL-INCLUSIVE PER DIEM RATE (CAN\$)			
(A4)	(B4)	(C4)	(D4)
Name of Proposed Consultant	Estimated level of Effort (days)	Firm per diem rate	Total Cost [B4xC4]
	250	\$	\$
Applicable Taxes			\$
Estimated Travel Expenses (applicable taxes included)			\$30,000.00
Total Estimated Cost:			\$

Average [(D1+D2+D3+D4)/4] Excluding Travel Expenses and Applicable Taxes	\$
--	----

ANNEX "C"

CERTIFICATION – LANGUAGE PROFICIENCY

The Contracting Authority shall have the right to request additional information to verify the certifications of the initiator. Failure to comply with this request will also render the bid non-responsive or may result in the cancellation of the contract or will constitute a breach of the contract.

I certify that the proposed resource who will be assigned to work is able to communicate in detail at the Advanced level in English for written communication, comprehension and oral comprehension purposes. The resource must consent to this check if the Contracting Authority so requests.

Signature of authorized person

Date

LANGUAGE PROFICIENCY GRID

Legend	Oral Communication	Comprehension	Written Communication
Basic knowledge	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; give uncomplicated directions relating to common work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; read and understand basic information, such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words indicating the time, place or person.
Intermediate knowledge	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> hold a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; distinguish main from secondary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> deal with explicit information on work-related topics with a sufficient mastery of grammar and vocabulary.
Advanced knowledge	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> support opinions; and understand and express hypothetical and conditional ideas. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> understand most complex details, inferences and nuances in meaning; have a good understanding of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write texts where ideas are developed and presented in a coherent manner.

ANNEX "D"

FORM M6: REFERENCE FORM

M6 REFERENCE FORM	
Project Summary:	
Proposed Resource Name:	
Project Name (and #, if applicable):	
Name of Firm that worked on and invoiced the Project (if applicable):	
Duration of Project:	
Please respond Yes or No to each of the following:	
1. Did the Proposed Resource meet the following critical factors?	
1. Completed the Project on time:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
2. Stayed within Budget:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
3. Met all the project objectives:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No
4. Complied with the terms of the Statement of Work, job description, or project parameters:	<input type="checkbox"/> Yes OR <input type="checkbox"/> No

Solicitation No.
1000209860
Client Ref. No.
1000209860

Amd. No.

Buyer ID
CE8

2. Was the Proposed Resource primarily responsible for...	
1. ...directly managing the Project?	() Yes OR () No
3. Did the Proposed Resource provide...	
1. ...professional, relevant, and timely oversight demonstrating critical thinking?	() Yes OR () No
2. ...corrective or preventive action when events complicated established plans?	() Yes OR () No
3. ...quality and complete deliverables?	() Yes OR () No
4. ...accurate and relevant services in respect of the scope of the project?	() Yes OR () No
4. Would you retain the services of this Proposed Resource again?	() Yes OR () No
5. As the "Referrer" providing this reference, I have read the Project Summary attached to this Reference form, and agree with the description of the work conducted by the Proposed Resource for the project.	() Yes OR () No
Please complete and sign the following:	
Client Reference Name:	_____
Title:	_____
Organization Name:	_____
Telephone:	_____
Fax Number:	_____
Email Address:	_____
Signature:	_____
Date:	_____

