



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

Bid Receiving - PWGSC  
11 Laurier Street  
Place du Portage, Phase III  
Core 0B2  
Gatineau Quebec K1A 0S5

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Public Works and Government Services Canada

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

Propositions aux : Travaux publics et Services gouvernementaux Canada

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

Date of Solicitation - Date de l'invitation 2019-06-12		Page 1 of 33
Address inquiries to - Adresser toute demande de renseignements à : Heather Adams Heather.Adams@tpsgc-pwgsc.gc.ca		
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur	
Destination National Capital Region		

**Instructions:**  
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B. including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

**Instructions:**  
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B. y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Solicitation No. - N° de l'invitation 10067482	Type - Genre Update - Mise à jour
Solicitation closes - L'invitation prend fin at - à 2:00 pm EDT on - le 2019-07-22	PWGSC File No. - N° de référence de TPSGC 10067482

↑ Please ensure this area appears in window of return envelope  
↑ S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

Canada

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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, and any other annexes.

### 1.2 Summary

- 1.2.1 Public Works and Government Services Canada (PWGSC) is in the process of developing a comprehensive accessibility procurement strategy as described in the Statement of Work (SOW). The Contractor would be expected to supply a complete solution to this business opportunity, manage the overall project and accept responsibility for the outcome.

The project will be undertaken in three stages:

- a. Conducting technical accessibility workshops with stakeholder groups to validate the commodity lists and subsequent accessibility considerations.
  - b. Conducting market analysis on accessible goods and services. The market analysis, along with workshop findings will be used to enhance and prioritize the commodity groupings.
  - c. Developing key performance indicators (KPIs) for measuring progress toward accessible procurement.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](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.
  - 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement, the Canada-Korea Free Trade

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Agreement, the Canada-Panama Free Trade Agreement, 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 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 Maximum Funding**

The maximum funding available for the Contract resulting from the bid solicitation is \$250,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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## 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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC 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.

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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 five (5) 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 Basis for Canada's Ownership of Intellectual Property

Public Works and Government Services Canada (PWGSC) 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 Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- (a) Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (four (4) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

Section IV: Additional Information (one (1) hard copy)

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

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

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

- (c) 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:

- (i) 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
- (ii) 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 and describe their approach 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**

Bidders must submit their financial bid in accordance with the Pricing Schedule in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.



Solicitation No. - N° de l'invitation

10067482

Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier  
10067482

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

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### **Section III: Certifications**

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

## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

- 1.0 The Bidder must complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for the period specified below its quoted all inclusive fixed per diem rate (in Can \$).
- 2.0 The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:
- a. Worked described in Part 7, Resulting Contract Clauses of this bid solicitation required to be performed within the National Capital Regions (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/> .
  - b. travel between the successful bidder's place of business and the NCR; and
  - c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

ITEM	PROPOSED RESOURCE NAME	FIRM ALL-INCLUSIVE PER DIEM RATE (in Cdn \$) A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in Cdn \$)  C (AxB=C)
<b>1</b>	<b>Contract Period – Contract Award to January 31, 2020</b>			
1a		\$	# days	\$
1b		\$	# days	\$
1c		\$	# days	\$
<b>2</b>	<b>Evaluated Price (applicable taxes excluded)</b>			
<b>3</b>	<b>Applicable Taxes</b>			\$

### 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:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- 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.

## **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 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**

Refer to Attachment 1 to Part 3, Pricing Schedule

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### **4.2 Basis of Selection**

#### **4.2.1 Highest Rated Within Budget**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 0 to 50 points.

Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

**ATTACHMENT 1 TO PART 4 - TECHNICAL CRITERIA**

**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.

**Bidder to be evaluated against mandatory criteria and point-rated technical criteria:**

	<b>Mandatory Requirement</b>	<b>Responsive / Not Responsive</b>	<b>Substantiating Detail: Page Number / Paragraph Number</b>
M1	In their proposal, the Bidder must include a description of the company's history, and the company's years of experience in providing accessibility consulting services.	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
M2	In their proposal, the Bidder must provide a résumé for each team member to be assigned to this contract, including the following:  a) the person's role as part of the proposed team for this assignment; and b) the person's years of experience in providing services related to their role.	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
M3	The Bidder must demonstrate that the proposed team have a minimum of 2 years' combined experience within the last 5 years in providing the following:  <ul style="list-style-type: none"> <li>• conducting workshops;</li> <li>• market maturity analysis; and</li> <li>• performance measurement and data development services</li> </ul> In order to demonstrate this experience, the Bidder must provide in a project summary including dates, details that the proposed team have performed the above combined professional services within the last five (5) years from date of bid closing.	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
M4	The Bidder's proposed team must have the ability to facilitate in both official languages and to communicate by alternative means with persons with disabilities.	<input type="checkbox"/> Yes  <input type="checkbox"/> No	

**Point Rated Technical Criteria**

Any bid which meets all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

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

<b>Point Rated Technical Criteria - Scores</b>		<b>Max. Number of Points</b>	<b>Cross Reference to Proposal</b>
<b>Number</b>	<b>Description/Scoring Methodology</b>		
<b>RT1</b>	Provide up to three (3) concrete project examples related to providing accessibility and/or disability consulting services over the last five (5) calendar years from date of bid closing.  Up to three (3) points per project (maximum of nine (9) points).	<b>9</b>	
<b>RT2</b>	Provide up to three (3) concrete project examples related to providing planning, organizing and managing workshops with stakeholder groups that include the following: 1) disability community; and/or 2) government (federal, provincial, territorial, municipal); and/or 3) industry over the last five (5) calendar years from date of bid closing.  Up to three (3) points per project example (maximum of nine (9) points). One (1) point will be given for each engagement group included in the project examples.	<b>9</b>	
<b>RT3</b>	Provide up to three (3) concrete project examples related to market analysis of various industries and/or commodities, over the last five (5) calendar years from date of bid closing.  Up to two (2) points per project (maximum of six (6) points).	<b>6</b>	
<b>RT4</b>	Provide up to three (3) concrete project examples related to developing key performance indicators, and identifying performance data over the last five (5) calendar years from date of bid closing.  Up to 3 points per project (maximum of 9 points).	<b>9</b>	
<b>RT6</b>	Experience in procurement consulting services.	<b>5</b>	
<b>RT7</b>	Provide proposed work plan/approach: i) timelines, ii) proposed resources, iii) level of effort and iv) methodology)	<b>12</b>	

<b>Point Rated Technical Criteria - Scores</b>		<b>Max. Number of Points</b>	<b>Cross Reference to Proposal</b>
	Up to three (3) points per item (maximum of nine (12) points)		
<b>MAXIMUM POINTS AVAILABLE FOR THE POINT RATED TECHNICAL CRITERIA:</b>		<b>50</b>	
<b>MINIMUM REQUIRED SCORE: 70% OF TOTAL POINTS</b>		<b>35</b>	

**\*\*\* A successful resource is deemed to be compliant if both the mandatory as well as the point rated criteria are passed.**

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## 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.

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## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### 5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

6.1.1 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;

6.1.2 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".

### 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 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° 10067482

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

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## 7.4 Term of Contract

### 7.4.1 Period of the Contract

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Heather Adams  
Supply Specialist, Finance and Administration Branch  
Materiel Management Directorate  
Public Works and Government Services Canada  
L'Esplanade Laurier, 300 Laurier Avenue, West Tower, 9th Floor, Office 9113  
Ottawa, ON K1A 0R5  
Email: [Heather.Adams@tpsgc-pwgsc.gc.ca](mailto:Heather.Adams@tpsgc-pwgsc.gc.ca)

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

### 7.5.2 Project Authority - TBA

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
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 - TBD

Contact Name:  
Telephone:  
Facsimile:  
E-mail address:

## 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**

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 in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### **7.7.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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.

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 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; and
- c. the Work performed has been accepted by Canada.

### **7.7.4 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**

- 7.8.1 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; and
- d. a copy of the monthly progress report.

- 7.8.2 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.

## 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), General Conditions - Higher Complexity - Services;
- (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 \_\_\_\_\_.

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## ANNEX "A" - STATEMENT OF WORK

### ACCESSIBILITY CONSULTING SERVICES

#### 1. Scope

##### 1.1 Purpose

Public Works and Government Services Canada (PWGSC) is in the process of developing a comprehensive accessible procurement strategy. Phase I of this strategy was completed where PWGSC examined which commodity groupings may require accessibility criteria and/or considerations as part of their commodity definition and related procurement requirements. This initial phase led to a model for prioritizing commodities procured by the Government of Canada (GC), resulting in two separate lists of commodities: which require accessibility criteria and those which do not.

Phase II of this project will build and expand upon the work performed in Phase I via three stages:

- a) Conducting technical accessibility workshops with stakeholder groups to validate the commodity lists and subsequent accessibility considerations.
- b) Conducting market analysis on accessible goods and services. The market analysis, along with workshop findings will be used to enhance and prioritize the commodity groupings.
- c) Developing key performance indicators (KPIs) for measuring progress toward accessible procurement.

##### 1.2 Background

The Government of Canada tabled the *Accessible Canada Act* in June 2018. The purpose of the Act is to eliminate and avoid creating barriers that hinder the full and equal participation of persons with disabilities in areas under federal jurisdiction. The procurement of goods and services is one of seven priority areas targeted for eliminating and preventing such barriers.

Federal government policy already stipulates accessibility requirements for certain items procured by the federal government. PWGSC's Real Property Services is the responsible custodian for procurement pertaining to the built environment of federal properties. Federal responsibilities are shared for procurement related to Information and Communication Technologies (ICT). Shared Services Canada (SSC) purchases major components such as computers, telecom commodities, data networks and email services. PWGSC also procures certain commodities which include accessibility requirements when identified by client departments.

As such, accessibility procurement is not new for the government. However, PWGSC wishes to broaden the range of goods and services for which accessibility criteria is considered. Recently, in Phase I of developing a comprehensive accessible procurement strategy, PWGSC examined all the commodities (goods and services) it procures for the Government of Canada. The result was a prioritized list of commodities which require accessibility as part of the procurement process.

##### 1.3 Objectives

###### 1.3.1 Stage 1: Accessibility Workshops

Stage 1 is to solicit technical information from stakeholder groups to further analyze, enhance, and prioritize commodity groupings that have been identified to incorporate accessibility requirements. The information gathered will identify and validate the accessibility criteria that should be included in the technical requirements for the commodity groups.

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### 1.3.2 Stage 2: Market Analysis

Stage 2 is to identify and summarize the current state of accessible procurement of goods and services. A market maturity analysis of accessible commodities (based on PWGSC's commodity groupings) will be conducted. The summary report will be fact based and will show the market's capacity for providing accessible commodities and highlight industry best practices and standards for accessible procurement

### 1.3.3 Stage 3: Performance Indicators

Stage 3 will identify potential KPIs for measuring and benchmarking progress towards accessible procurement. Industry standards and other jurisdictions' best practices for accessible procurement will be analyzed.

## 1.4 Terminology

**Accessibility criteria** – The specific standards, technical criteria or features to be included as part of the specifications for a commodity. It should be noted that while accessibility criteria may not apply to various professional services, such as management consultants, accessibility criteria may be relevant to their service deliverables.

**Accessible procurement** – The procurement of goods or services that meet the needs of a wide range of persons with varying functional abilities, in order to eliminate or avoid creating barriers to peoples' full participation in society. Accessible procurement involves including accessibility criteria as part of the requirements definition for goods or services to ensure these commodities are inclusive by design and accessible by default.

**Barrier** – Anything — including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice — that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.

**Commodity Groupings** – Categories of goods or services procured by the Government of Canada.

**Disability** – Any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment — or a functional limitation — whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

## 2. Requirements

### 2.1 Scope of Work

PWGSC is seeking a management consultant team to undertake the entire scope of work and its deliverables for Phase II of developing an accessible procurement strategy. The team may be comprised of consultants and/or partnership consultant(s) from other organizations. The Contractor would be expected to supply a complete solution to this business opportunity, manage the overall project and accept responsibility for the outcome.

The project will be undertaken in three stages. The Contractor will be required to organize and conduct stakeholder workshops, and leverage stakeholder input – using PWGSC's model – to refine the prioritization of commodity groupings based on accessibility needs. The Contractor will report on the findings and conclusions of the technical workshop sessions. The Contractor will be required to conduct a market maturity analysis of the sectors identified in the commodities list requiring accessibility considerations and/or criteria. The Contractor will also identify best practices in accessible procurement.

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In addition, the Contractor will make recommendations for KPIs to measure performance toward accessible procurement. This will involve examining industry standards and performance indicators, as well as identifying datasets to be used for benchmarking accessible procurement. This will be used by PWGSC to develop a performance management framework for accessible procurement.

## 2.2 Tasks

The Contractor will complete the following tasks:

### 2.2.1 Stage 1: Accessibility Workshops

2.2.1.1 **Stakeholder identification.** In collaboration with the Technical Authority, identify external stakeholders to be workshop participants and advise on a list of internal stakeholders provided by the Technical Authority. Stakeholders can include PWGSC and client departments, persons with disabilities (employees and members of the public as appropriate), suppliers, and standards organizations such as the Canadian General Standards Board, the Standards Council of Canada, CSA Group, etc. Stakeholders should represent regional perspectives.

2.2.1.2 **Plan and facilitate stakeholder workshops.** The Contractor will propose a stakeholder workshop plan. They will plan, organize, and manage the presentation activities, including the logistical requirements, and document the workshop format and process, e.g. 1/2-day session(s) with on-site and remote participation.

The Contractor should plan for up to six workshops across the country. Workshop presentations must accommodate both official languages and must be accessible to persons with disabilities.

Workshop presentations should address commodity lists and assess the extent to which commodities meet or fall short of addressing accessibility. Workshop presentations should identify and validate the accessibility requirements that should be included in the technical requirements for the commodity groups, and how accessibility standards could address this. Workshop presentations should examine the prioritization of the commodities.

2.2.1.3 **Workshop Reporting.** Provide a written report of the workshop findings with stakeholders, noting factors for success and lessons learned and including analysis of timelines and resources required (staff, time, costs), to serve as a detailed guide for undertaking subsequent assessments. Prepare interim and final reports on the workshop(s) and findings about the accessibility technical requirements that should be included when defining requirements for goods or services.

### 2.2.2 Stage 2: Market Analysis

2.2.2.1 **Market maturity analysis.** Conduct a market maturity analysis of the sectors identified in the commodities list requiring accessibility considerations and/or criteria. Markets' capacities to provide accessible goods and services should be analyzed, including a trend analysis. The Contractor should assess markets' capacities to provide accessible goods and services, highlighting the current state of affairs and potential future expectations.

The Contractor should include an analysis of the industry presence of suppliers owned or operated by persons with disabilities and suppliers whose goods and services are specifically targeted toward persons with disabilities and/or addressing accessibility.



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- 2.2.2.2 **Identify accessible procurement best practices.** Identify other jurisdictions' best practices for accessible procurement, including accessible procurement tools and use of standards. Highlight criteria and/or standards that could be used to maximize accessible procurement.
- 2.2.2.3 **Refine commodity lists.** Findings and results from the previous tasks should be inputted into the Technical Authority's commodity prioritization model (from Phase I) to refine and enhance the prioritized listings of commodity groupings. The Contractor will deliver an enhanced list of commodities that require accessibility requirements.
- 2.2.3 **Stage 3: Performance Indicators**
- 2.2.3.1 **Key Performance Indicators (KPIs).** Recommend potential KPIs for measuring progress toward accessible procurement. Identify existing data that can be leveraged for performance measurement and outline gaps in existing data and where new datasets might be needed. Results from this task will be used to develop a performance measurement framework.
- 2.2.3.2 **Final report.** Produce a final report outlining the findings from tasks 2.2.1.1 to 2.2.3.1.
- 2.3 Deliverables**
- 2.3.1 The Contractor must confirm in writing the draft methodology for the work to be completed with detailed scheduling for deliverables.
- 2.3.2 The Contractor must provide bi-weekly updates in a written summary by email on the progress of the work to the Technical Authority.
- a. Part 1: The Contractor must answer the following questions and each negative response must be supported with an explanation:
- i. Is the project on schedule?
  - ii. Is the project within budget?
- b. Part 2: A brief written narrative with sufficient detail to enable the Technical Authority to evaluate the progress of the work, containing at a minimum:
- i. A description of tasks underway or completed; and
  - ii. An explanation of any variation from the work plan or concerns that may impact the work plan, budget, or deliverables.
  - iii. The Contractor must proactively recommend alternatives to address challenges encountered, as appropriate.
- 2.3.3 The Contractor must submit its workshop plan, proposed schedule and identified stakeholders as per tasks 2.2.1.1 and 2.2.1.2.
- 2.3.4 The Contractor must submit a report on the workshop process as per task 2.2.1.3.
- 2.3.5 The Contractor must submit a market analysis report, along with a revised commodity listing as per tasks 2.2.2.1 to 2.2.2.3.

- 2.3.6 The Contractor must submit a report on the accessible procurement performance indicators – outlining potential KPIs, datasets, and needed data as per task 2.2.3.1.
- 2.3.7 The Contractor must submit a final report as per task 2.2.3.2, including and summarizing the reports from deliverables 2.3.1 to 2.3.7. This report should incorporate feedback from the Technical Authority.

All deliverable must be provided in electronic format using Microsoft Word in English.

## 2.4 Work Schedule and Reporting (tentative guide)

Milestones	Completion/Submission date
Initiate contract and project kick-off meeting.	Within one week of contract award
Submit draft methodology with detailed scheduling for deliverables.	Within one week of kick-off meeting
Submit workshop plan with identified stakeholders	Within 3 weeks of contract award
Conduct workshops	Within 11 weeks of contract award
Submit workshops report	Within 13 weeks of contract award
Submit a market analysis report, along with enhanced commodity lists	Within 17 weeks of contract award
Submit report on recommended accessible procurement performance indicators	Within 20 weeks of contract award
Submit final report with summary	Within 22 weeks of contract award

## 2.5 Language of Work

Communication with stakeholders and for the stakeholder workshop presentations are to accommodate both official languages and accessible communication formats for persons with disabilities as appropriate.

## 2.6 Travel

Any travel will be at the Contractor's expense.

## 2.7 Location of Work

The work will be performed at the Contractor's place of business. Regional stakeholder presentations may take place by teleconference or videoconference, if necessary.

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## APPENDIX 1 TO ANNEX "A" – ACCESSIBILITY COMMODITY LIST

### Accessibility Criteria for PWGSC Procurement Commodities

In determining and prioritizing which commodity groupings would require accessibility criteria, PWGSC examined several factors:

- Annual spend volumes;
- The estimated impact of commodities on users facing barriers, taking into account all disabilities and barriers outlined in the Accessible Canada Act;
- The existence of accessibility standards for particular commodities (see below); and
- The ease of implementation for accessibility features in a particular commodity.

This list will continue to be refined with the procurement and disability communities, and as new accessibility standards are developed.

### Commodities

Commodities where accessibility is likely applicable, in order of priority for incorporating accessibility criteria:

1. Vehicles
2. Civil Engineering
3. Telecommunications & Voice
4. Professional Services
5. HR & Benefits
6. Research & Development
7. Infrastructure
8. Travel Services
9. Office Furniture
10. Training Services
11. Translation Services
12. Civilian Audio-Visual Equipment and Services
13. Communications Services
14. Environmental Services
15. Print/Publishing/Reproduction
16. Language Training Services
17. Office Supplies
18. Office Equipment
19. Business Support Services
20. Clothing & Textiles
21. Temporary Help Services
22. Janitorial Services
23. Food and Beverage

Commodities where accessibility is likely not applicable:

1. Medical Equipment and Medical Supplies
2. Armament
3. Fuels / Lubricants
4. Energy
5. Environmental Remediation
6. Telecommunications<sup>1</sup>

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<sup>1</sup> Includes telecommunications services, and not hardware and devices, which are under the Telecommunications & Voice commodity grouping.

## Accessibility Standards for Commodities

<b>Commodity</b>	<b>Standard</b>
<b>Business Support Services</b>	<ul style="list-style-type: none"> <li>• AODA - Accessible Customer Service Standard</li> <li>• Town of East Gwillimbury - Accessibility Standards for Customer Service</li> </ul>
<b>Civil Engineering</b>	<ul style="list-style-type: none"> <li>• USAB - Architectural Barriers Act (ABA) Standards</li> <li>• CMHC - Accessible and Adaptable Housing - CMHC</li> <li>• BC Housing Design Guidelines and Construction Standards</li> <li>• City of Vancouver - Accessible Street Design</li> <li>• Denver Service Center - Accessible Route Design Standards</li> </ul>
<b>Civilian Audio-Visual Equipment and Services</b>	<ul style="list-style-type: none"> <li>• USAB - Audio-Visual Accessibility Initiative for Visitors with Disabilities</li> <li>• AODA - Integrated Accessibility Standards Regulation (IASR) (Audio-visual materials)</li> <li>• National Park Service - Programmatic Accessibility Guidelines for National Park Service Interpretive Media</li> </ul>
<b>Fuels/Lubricants</b>	<ul style="list-style-type: none"> <li>• Refuelling for drivers with disabilities</li> </ul>
<b>HR &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• AODA - Integrated Accessibility Standards Regulation - Accessible Employment</li> <li>• Ontario's Accessible Employment Standard</li> </ul>
<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>• ADA - Accessibility Guidelines (ADAAG)</li> <li>• AODA - Integrated Accessibility Standards (Design of Public Spaces)</li> <li>• Accessibility at Infrastructure Ontario</li> <li>• US Access Board - Uniform Federal Accessibility Standards (UFAS)</li> </ul>
<b>Medical Equipment and Medical Supplies</b>	<ul style="list-style-type: none"> <li>• US Access Board – Healthcare Accessibility Standards</li> <li>• US Access Board - Guidance on Prescription Drug Container Labels</li> <li>• ADA - Accessible Medical Diagnostic Equipment</li> </ul>
<b>Office Equipment/ Furniture/Supplies</b>	<ul style="list-style-type: none"> <li>• ISO - Office equipment accessibility guidelines for elderly persons and persons with disabilities</li> <li>• Office of Compliance - Tips for Improving Office Accessibility for Individuals with Disabilities</li> <li>• Important ADA Compliance Issues Your Office Should be Aware Of</li> <li>• Uniform Federal Accessibility Standards (UFAS)</li> </ul>
<b>Print/Publishing/ Reproduction</b>	<ul style="list-style-type: none"> <li>• Media Accessibility User Requirements by the National Center for Accessible Media</li> <li>• Accessible Publishing Best Practice Guidelines for Publishers</li> <li>• RGD - Handbook on Accessible Graphic Design</li> </ul>
<b>Telecommunications</b>	<ul style="list-style-type: none"> <li>• Telecommunications Act Accessibility Guidelines</li> </ul>
<b>Telecommunications &amp; Voice</b>	<ul style="list-style-type: none"> <li>• ABA Accessibility Standards (Communication Elements and Features)</li> </ul>
<b>Travel Services</b>	<ul style="list-style-type: none"> <li>• Accessibility Transportation Standards</li> <li>• Access to Travel – Service Standards</li> </ul>
<b>Vehicles</b>	<ul style="list-style-type: none"> <li>• ADA Accessibility Guidelines (ADAAG) for Transportation Vehicles</li> </ul>

Solicitation No. - N° de l'invitation

10067482

Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier  
10067482

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

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## ANNEX "B" - BASIS OF PAYMENT

to be inserted at contract award

### ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada  
 Gouvernement du Canada

Contract Number / Numéro du contrat 10067482
Security Classification / Classification de sécurité UNCLASSIFIED

#### 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	Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction Procurement Branch	
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 Provision of accessibility procurement advice involving stakeholder engagement, market analysis and data gathering for development of KPIs	
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 Non 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 Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c). (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 Non 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 Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" 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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <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"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité:

No  Yes  
 Non  Oui

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

No  Yes  
 Non  Oui

**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 checked="" 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?  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?

No  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  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  Yes  
 Non  Oui





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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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