



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

Services partagés Canada
krys.pikula@canada.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Shared
Services Canada**

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

Proposition aux: Services partagés Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées

Instructions : See Herein

ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction

Instructions: Voir aux présentes

énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s)

Comments - Commentaires

This document contains a Security Requirement

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

Issuing Office – Bureau de distribution
Shared Services Canada
180 Kent Street
Ottawa, ON K1G 4A8

Title – Sujet AUTOMATED CONSUMER CREDIT INFORMATION SERVICE	
Solicitation No. – N° de l'invitation R000038329	Date July 11, 2019
Client Reference No. – N° référence du client 38329	
GETS Reference No. – N° de reference de SEAG n/a	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – le August 30, 2019	
Time Zone Fuseau horaire Eastern Standard Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Krys Pikula	Buyer Id – Id de l'acheteur C38
Telephone No. – N° de téléphone : 613-608-2207	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Voir aux présentes	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Signature Date _____	



BID SOLICITATION AUTOMATED CONSUMER CREDIT INFORMATION SERVICE FOR SHARED SERVICES 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications 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, Pricing Tables and any other annexes.

1.2 Summary

This bid solicitation is being issued by Shared Services Canada (SSC). The resulting contract will be used by SSC to provide shared services to its clients, that include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the Contract Period, and those other organizations for whom SSC's services are optional at any point during the Contract Period and that choose to use those services from time to time. It is intended to result in the award of a contract for 1 year, plus *4 one-year* irrevocable options allowing Canada to extend the term of the contract. This bid solicitation does not preclude Canada from using another method of supply for entities of the Government of Canada with the same or similar needs.

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.pwpsc.gc.ca/acquisitions/text/plain/plain-e.html#top>) Website.

1.3 Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.

PART 2 BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- 2.1.1 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.
- 2.1.2 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.
- 2.1.3 The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails. All references to PWGSC contained within the Standard Instructions will be interpreted as a reference to SSC, except for section 5(2)(d).
- 2.1.4 Section 3 of the Standard Instructions – Goods and Services – Competitive Requirements 2003 is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”
- 2.1.5 Section 5, paragraph 2d) of the Standard Instructions – Goods and Services – Competitive Requirements 2003 is amended as follows: delete “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.

2.2 Submission of Bids

- 2.2.1 Bids must be submitted only to Shared Services Canada by the date, time and place indicated on page 1 of the bid solicitation.
- 2.2.2 Due to the nature of the bid solicitation, bids transmitted by facsimile to Shared Services Canada will not be accepted.

2.3 Enquiries - Bid Solicitation

- 2.3.1 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.
- 2.3.2 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

PART 3 BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- 3.1.1 **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid:
- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - ii. use a numbering system that corresponds to the bid solicitation;
 - iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and,
 - iv. include a table of contents.
- 3.1.2 **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:
- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
 - ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.

3.2 Submission of Multiple Bids from a Bidding Group:

- 3.2.1 One bidding group may participate in the submission of:
- i. one bid from any member of the bidding group on its own and one bid from any member of the bidding group submitted in a joint venture that includes at least one party that is not related to any of the members of the bidding group;
 - ii. two bids submitted in joint venture, each of which contains one or more members of the bidding group, where at least one of the joint ventures includes at least one party that is not related to any of the members of the bidding group; or
 - iii. two bids, each of which is from a different member of the bidding group on its own.
- 3.2.2 The submission of any bids from one or more members of the same bidding group, except as set out in (i), is not permitted in response to this bid solicitation. If the members of a bidding group participate in additional bids, Canada will choose in its discretion which bids to consider. If the members of a bidding group choose to participate in two bids, each bid must be a physically separate document, clearly marked as a separate bid. Each bid will be evaluated independently without regard to other bids submitted and, therefore, every bid must be complete.
- 3.2.3 For the purposes of this article, "**bidding group**" means all entities (whether those entities include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law, entities are considered "**related**" for the purposes of this bid solicitation if:
- i. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - ii. they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;

- iii. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- iv. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

3.3 Section I: Technical Bid

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

3.3.2 The technical bid consists of the following:

- i. **Bid Submission Form:** Bidders are requested to include the Bid Submission Form (Annex C, Table C1) with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc.
- ii. **Substantiation of Technical Compliance Form:** The technical bid must substantiate the compliance of the Bidder with the specific articles of Annex A (Statement of Work) identified in the Substantiation of Technical Compliance Form (Annex C, Table C2), which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

3.4 Section II: Financial Bid

3.4.1 **Pricing:** Bidders must submit their financial bid in accordance with Annex B – Pricing Tables. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

3.4.2 **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.5 Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the evaluation criteria.
- 4.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.
- 4.1.3 In addition to any other time periods established in the bid solicitation:
 - i. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - ii. **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation - Mandatory Technical Criteria

- 4.2.1 Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation identified with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- 4.2.2 In addressing the mandatory criteria, the Bidder must supplement the information supplied in response to the mandatory criteria with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise. All claims with regard to bidder experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when, and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
- 4.2.3 Experience obtained after bid closing will not be considered
- 4.2.4 For evaluation purposes,
 - i. “where” means the name of the employer;
 - ii. “when” means the start date and end date (e.g. from January 1999 to March, 2010) of the period during which the proposed bidder acquired the qualification/experience; and
 - iii. “how” means a clear description of the activities performed and the responsibilities assigned to the bidder under this position and during this period.
- 4.2.5 Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another reference project or experience will only be counted once.
For example:
Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is (7) months.
- 4.2.6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory criteria in order in which they appear below, using numbering outlined below.
- 4.2.7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.
- 4.2.8 The mandatory requirements are as follows:

#	Mandatory Technical Criteria
M1	Within the last (5) years, the Bidder must have undertaken and completed a minimum of two (2) projects with a government department* in the provision of Automated Consumer

	<p>Credit Information (while acting in accordance with Provincial and Federal legislation, such as <i>Personal Information Protection and Electronic Documents Act</i>)</p> <p>*Government department is defined as any Canadian provincial or federal department or agency.</p> <p>Bidders must provide, at a minimum, the following details about each project submitted:</p> <ol style="list-style-type: none"> 1. Where (client name, organization name and address); 2. When (start and end dates of the engagement); 3. How (details about the work performed during the engagement) the stated experience was obtained; 4. A reference (including name, organization, and phone number) who can attest the work/experience claimed.
M2	The Consumer Credit Information must include all elements as outlined in section 5. Requirements of Annex A – Statement of Work.
M3	The Bidder must provide a sample Consumer Credit Information report.
M4	The bidder must provide 1 English and 1 French copy of their Consumer Credit Information User Guide.

4.2.9 Reference Checks:

- i. For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders *within a 48-hour period* using the email address provided in the bid.
- ii. If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
- iii. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- iv. The bidder will not meet the mandatory experience requirement (as applicable) if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself).

4.3 Financial Evaluation

The financial evaluation will be conducted by calculating the Averaged Weighted Inquiry Price, using Table C3 – Average Weighted Inquiry Price in Annex C, completed by the bidders.

4.4 Basis of Selection

- 4.4.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest average weighted inquiry price will be recommended for award of the contract.
- 4.4.2 Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

4.4.3 The tables below illustrate an example where all bids are responsive and the selection of the contractor is determined by the lowest averaged weighted inquiry price. In this example, Bidder #3 is the winner:

Bidder #1	A	B	C	D	E = (a+b+c+d / 4)	F	G = (E x F)
	Contract Period	Option 1	Option 2	Option 3	Average	Weight	Averaged Weighted Inquiry Price
Successful inquiry	\$7.00	\$7.00	\$8.00	\$9.00	\$ 7.75	.80	\$6.20
Unsuccessful inquiry	\$3.00	\$3.00	\$4.00	\$5.00	\$ 3.75	.10	\$0.36
Secondary Inquiry	\$2.00	\$2.00	\$3.00	\$3.00	\$ 2.50	.10	\$0.25
							\$6.81

Bidder #2	A	B	C	D	E = (a+b+c+d / 4)	F	G = (E x F)
	Contract Period	Option 1	Option 2	Option 3	Average	Weight	Averaged Weighted Inquiry Price
Successful inquiry	\$5.00	\$6.00	\$7.00	\$8.00	\$ 6.50	.80	\$5.44
Unsuccessful inquiry	\$4.00	\$5.00	\$5.00	\$5.00	\$ 4.75	.10	\$0.48
Secondary Inquiry	\$3.00	\$4.00	\$4.00	\$4.00	\$ 3.75	.10	\$0.36
							\$6.28

Bidder #3	A	B	C	D	E = (a+b+c+d / 4)	F	G = (E x F)
	Contract Period	Option 1	Option 2	Option 3	Average	Weight	Averaged Weighted Inquiry Price
Successful inquiry	\$5.00	\$5.00	\$5.00	\$5.00	\$ 5.00	.80	\$4.00
Unsuccessful inquiry	\$3.00	\$4.00	\$4.00	\$4.00	\$ 3.75	.10	\$0.35
Secondary Inquiry	\$2.00	\$3.00	\$3.00	\$3.00	\$ 2.75	.10	\$0.25
							\$4.60

*The prices shown in the tables are fictitious and used for the sole purpose of providing a calculation example. They must not be construed as a suggestion of what the prices should be.

4.4.4 Should the average weighted Inquiry price be identical for 2 or more bidders and is the lowest price, the bidders will be requested to review and resubmit their financial bids, to determine the lowest cost bidder.

PART 5 CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

5.2 Federal Contractors Program - Certification

- 5.2.1 The Federal Contractors Program for Employment Equity (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.
- 5.2.2 Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- 5.2.3 If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- 5.2.4 Each bidder is requested to indicate in its bid whether it is:
 - i. not subject to FCP, having a workforce of fewer than 100 permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
 - ii. not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
 - iii. subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but it has not previously obtained a certificate number from HRSDC (because it has not bid before on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or

- iv. subject to FCP, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).

5.2.5 Further information on the FCP is available on the following HRSDC Website:
<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.

Note to Bidders: Bidders are requested to use the Bid Submission Form to provide information about their status under this program. For a joint venture bidder, this information must be provided for each member of the joint venture.

5.3 Former Public Servant Certification

5.3.1 Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

5.3.2 For the purposes of this clause,

- i. **"former public servant"** means a 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 and includes:
 - 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.
- ii. **"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.
- iii. **"pension"** means, in the context of the fee abatement formula, 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 *Canadian Pension Plan Act*, R.S., 1985, c. C-8.

5.3.3 If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:

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

5.3.4 If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;

- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks; and
- vii. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

5.3.5 For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

5.3.6 By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Note to Bidders: *Bidders are requested to provide the information required by this clause in their Bid Submission Form.*

5.4 Integrity Framework Certification

The contractor must inform the Contracting Authority whenever there are any changes made to "Annex D - Integrity Check Certification" in this solicitation. The Contractor must maintain an approved Government of Canada "Annex D - Integrity Check Certification" at all times. In the event that the Contractor is not successful at maintaining an approved "Annex D - Integrity Check Certification", Canada reserves the right to terminate the contract.

PART 6 RESULTING CONTRACT CLAUSES

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

6.1 Requirement

6.1.1 _____ (the "**Contractor**") agrees to supply to Shared Services Canada the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes:

- i. providing the services described in the Contract;
- ii. providing training, as and when requested by Canada.

Client: Under the Contract, the "**Client**" is Shared Services Canada ("SSC"), an organization with a mandate to provide shared services.

6.1.2 **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

6.1.3 **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:

- i. any reference to a "**deliverable**" or "**deliverables**" includes the Service(s) defined in the Statement of Work.

6.2 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>) issued by Public Works and Government Services Canada. All references contained within the General Conditions or Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.

6.2.1 General Conditions

The following General Conditions apply to and form part of the Contract:

- 2035 (2018-06-21), General Conditions - Higher Complexity - Services

These General Conditions are amended as follows:

Section 41 entitled Code of Conduct and Certifications – Contracts is replaced with the following:

1. The Contractor agrees to comply with the [Code of Conduct for Procurement](#) and to be bound by its terms. Furthermore, in addition to the [Code of Conduct for Procurement](#), the Contractor must comply with the terms set out in this section.

2. The Contractor certifies that except for those offences where a criminal pardon has been obtained or leniency granted, neither the Contractor nor any of the Contractor's parent, subsidiaries or other affiliates has ever been convicted or is the subject of outstanding criminal charges subsequent to September 1, 2010 in respect of any of the following:
 - a. payment of a contingency fee to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies;
 - b. corruption, collusion, bid-rigging or any other anti-competitive activity in the procurement process.

3. The Contractor certifies that except for those offences where a criminal pardon has been obtained, neither the Contractor nor any of the Contractor's parent, subsidiaries or other affiliates has ever been convicted or is the subject of outstanding criminal charges in respect of any of the following:
 - . section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud committed against Her Majesty*) or section 418 (*Selling defective stores to Her Majesty*) of the *Criminal Code of Canada*, or
 - a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.

4. For the purpose of this section, business concerns, organizations or individuals are Contractor's affiliates if, directly or indirectly:
 - . either one controls or has the power to control the other, or
 - a. a third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the charges or convictions contemplated in this section which has the same or similar management, ownership, or principal employees as the Contractor that is charged or convicted, as the case may be.

5. In circumstances pursuant to subsections 2 and 3, where the Contractor or any of the Contractor's parent, subsidiaries or other affiliates has obtained a criminal pardon or is granted leniency in relation to such offences, the Contractor must provide a certified copy of confirming documentation from the National Parole Board or the Competition Bureau of Canada.

6. If the Contractor or any of the Contractor's parent, subsidiaries or other affiliates does not remain free and clear of any charges or convictions mentioned at subsections 2 and 3 during the period of the Contract, Canada reserves the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.2.2 Supplemental General Conditions:

The following Supplemental General Conditions apply to and form part of the Contract:

- 4008 (2008-12-12), Supplemental General Conditions - Personal Information;

6.3 Security Requirement

- 6.3.1 The contractor and/or its employees MUST NOT have unescorted access to Shared Services Canada facilities and/or restricted access areas.
- 6.3.2 The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).
- 6.3.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Shared Services Canada.
- 6.3.4 The contractor and its employees must comply with the provisions of the:
 - a) Justice Canada – Security of Information Act (Latest Edition);
 - b) Industrial Security Manual (Latest Edition).
- 6.3.5 This procurement is subject to a National Security Exception and is, therefore, excluded from all of the obligations of the trade agreements.

6.4 Contract Period

- 6.4.1 **Contract Period:** The “**Contract Period**” is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - 6.4.2 The “**Initial Contract Period**”, which begins on the date the Contract is awarded and ends 1 year later; and
 - 6.4.3 The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

6.5 Option to Extend the Contract:

- 6.5.1 The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- 6.5.2 Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	Krys Pikula
Organization:	Shared Services Canada, Procurement Operations Directorate
Address:	180 Kent Street, Ottawa, Ontario
Telephone:	613-668-2207
E-mail address:	krys.pikula@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.

6.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: TBD
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The **Technical** Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.6.3 Contractor's Representative

Name: TBD
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.7 Payment

6.7.1 Basis of Payment for Credit Check Services

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s), as specified in Annex B – Pricing Tables. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.7.2 Pre-Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.7.3 Competitive Award

The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

6.7.4 Purpose of Estimates

All estimated values contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.

6.7.5 Limitation of Expenditure

- i. Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page 1 of the Contract, less any applicable GST or HST. With respect to the amount set out on page 1 of the Contract, and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- ii. 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.

6.7.6 Method of Payment - Monthly Payment

Payment by Canada will be made within:

- a) thirty (30) days following the date on which all of the Work has been delivered at the location(s) specified in the Contract, i.e. the delivery point not the ultimate destination, and all other Work required to be performed by the Contractor under the terms of the Contract has been completed; or
- b) thirty (30) days following the date on which a valid invoice and substantiating documentation are received according to the terms of the Contract;

whichever is later.

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in the General Conditions.

The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

Invoice submission through P2P Portal: The Contractor must submit invoices electronically through the SSC P2P portal 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. In the alternative, the Contractor may seek the consent of the Contracting Authority to submit invoices using an alternative method.

6.9 Certifications

- 6.9.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

1. these Articles of Agreement, including any individual SACC clauses incorporated by reference *in these Articles of Agreement*;
2. *supplemental* general conditions 4008;
3. general conditions 2035;
4. Annex A, Statement of Work;
5. Annex B, Basis of Payment
6. Annex C, Security Requirements Check List;
7. the Contractor's bid dated _____, as amended _____.

6.12 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Joint Venture Contractor

6.13.1 The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:

- i.* _____
- ii.* _____

6.13.2 With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

6.13.2.1 _____ has been appointed as the “representative member” of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

6.13.2.2 by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

6.13.2.3 all payments made by Canada to the representative member will act as a release by all the members.

- 6.13.3 All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- 6.13.4 All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- 6.13.5 The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- 6.13.6 The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

6.14 Training

- 6.14.1 The Contractor must provide, at no charge, classroom training on the analysis of credit reports twice per year during the Contract Period as specified in Annex A – Statement of Work Section 6.
- 6.14.2 The training must be provided at a location within the National Capital Region (NCR).
- 6.14.3 The training, including both the instruction and the course materials, must be provided in Canada's official languages, English and French.
- 6.14.4 Before providing any training, at least 10 working days in advance of the first training session, the Contractor must submit the course syllabus and schedule, the training materials, and the names and qualifications of the instructors to the Technical Authority for approval.

6.15 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

6.16 Termination for Convenience

With respect to Article 30 of General Conditions 2035, if applicable, or Article 32 of 2030, if applicable, subarticle 4 is deleted and replaced with the following subsections 4, 5 and 6:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

Annex A

Statement of Work

Automated Consumer Credit Information

1. Objective

Shared Services Canada (SSC) is seeking a service provider who can provide Shared Services Canada with automated consumer credit information.

2. Background

The Government of Canada created Shared Services Canada on August 4, 2011, to fundamentally transform how the Government manages its information technology (IT) infrastructure. Shared Services Canada reports to Parliament through the Minister of Public Works and Government Services. We are mandated to deliver email, data centre and telecommunication services to 43 federal departments and agencies.

Shared Services Canada is committed to delivering on its mandate while ensuring information, assets and services are protected against compromise and individuals are protected against workplace violence. One of the security controls to ensure this, is that all individuals who will have access to government information and assets, including those who work in or for offices of Ministers and Ministers of State, are security screened at the appropriate level before the commencement of their duties, in accordance with the Policy on Government Security – Personnel Security Standard.

The Personnel Security Standard stipulates that organizations conduct credit checks for individuals when the duties or tasks to be performed require it or in the event of a criminal record based on the type of offence.

3. Scope

Shared Services Canada (SSC) is seeking a service provider with government experience who can provide automated consumer credit information, as part of the security screening process on requested individuals.

Shared Services Canada anticipates conducting approximately 3000 consumer credit information inquiries per year.

4. Duration of Work

As specified in Contract.

5. Requirements

5.1. General

Shared Services Canada is seeking a service provider to provide automated consumer credit information over a secure internet connection in real-time, which is available 24 hours per day, 7 days per week.

5.2. Privacy

The Bidder must ensure that all databases and transmissions remain in Canada and therefore not subject to the *US Patriot Act*. As stated in the Personal Information and Electronic Documents Act, all electronic data collected, used and/or disclosed must be protected. The Bidder understands and agrees that during and after the effective period of the contract, to treat as confidential and not divulge, unless authorized in writing by Shared Services Canada, any information obtained in the course of their performance of the contract.

5.3. Language

Client support and training must be provided in both official languages of Canada, English and French, and Shared Services Canada must have access to consumer credit information in either official language.

5.4. Consumer Credit Information

The Consumer Credit information must include, at a minimum, the following information on the subject for whom the Consumer Credit information is being requested:

a. Identification

- Date of report
- Subject's name and any known aliases
- Date of birth
- Date file was established
- Date of last activity on file
- Current address
- Former address
- Second former address
- Fraud alert, ID mismatch alert

b. Inquiries

- Member inquiries with date, member name and telephone number
- Foreign bureau inquiries with date, member number or city and description when available

c. Employment

- Current employer
- Former employer (when on file)
- Second former employer (when on file)

d. Summary which provides a synopsis of file items

- Oldest Opening date of trade
- Newest reporting date of trade
- Number of public record items or other information on file
- Number of trades on file
- High credit range of trades on file
- Ratings of trades on file

e. Public Records (Bankruptcies and other)

- Date filed
- Type of action
- Court information
- Creditor information
- Liability
- Assets
- Filer (subject, spouse or both)
- Type of bankruptcy

f. Third Party Collections

- Reported date
- Type of collection (unpaid collection or paid collection)
- Name of third party collection agency
- Original amount of collection
- Creditor
- Date of last activity
- Balance as of date reported

g. Secured Loans

- Date reported
- Type of account

- Name of reporting government agency or industry creditor
- Name and address of creditor
- Amount of loan
- Maturity date

h. Judgements

- Date of judgement granted or date files
- Judgement status (satisfied, unsatisfied or unknown)
- Court identification number or name of court
- Amount of judgement

i. Divorce Action

- Date that the action was filed with the court
- Action that was filed
- Court identification number and name of court

j. Garnishments

- Date that the garnishment was filed with the court
- Court identification number or name of court
- Amount of garnishment

k. Members Trade Information

- Member number, name, telephone number
- Date item last reported
- Date account was opened with credit grantor
- High credit on the account; the highest amount owed or credit limit
- Terms
- Balance owing as of date reported
- Amount past due as of date reported (if applicable)
- Types of accounts and manner of payments
- Number of times the account was late (30/60/90+)
- Number of times a credit grantor reported on account
- Date of last activity on the account
- Credit Utilization
- Mortgage information

l. Tasks

- Inquiries for consumer credit information must be completed through a secure internet connection with the Bidder.
- The results of the inquiry for consumer credit information must be returned over a secure internet connection in real-time and in a readable and printable format.
- The Bidder must be capable of receiving and transmitting single and bulk inquiries for consumer credit information.
- In the event of system failure, the Bidder must be capable of providing facsimile inquiries
- The Bidder must submit a monthly billing report of each inquiry which identifies which client user account requested the inquiry.

5.5. Inquiry Masking

The Bidder must completely mask all Shared Services Canada inquiries in their database to other credit granters. Consequently, security screening applicants will not be adversely affected when they seek to establish credit, employment, etc. This does not include consumers, as required by law, must be allowed to see the inquiry.

6. Training

Unless otherwise indicated by the Technical Authority, the Bidder must provide two training sessions per year in both official languages of Canada (1 English and 1 French) on the analysis of consumer credit information at the clients work sites located within the National Capital Region. The training will include all training materials necessary for 10 employees per training session.

7. Client Support

The Bidder must provide telephone or internet bilingual client support Monday to Friday between 8:00 AM and 6:00 PM (excluding statutory holidays, both national and provincial) for the following:

- Product, service inquiries and billing inquiries
- Customer assistance (file interpretation and product information)
- Technical support and client end user setup
- Secondary inquiries

8. Deliverables

The Bidder will provide Shared Services Canada with the following firm deliverables:

- Consumer credit information as specified in Section 5. Requirements, above.
- Masking Shared Services Canada inquiries as specified in Section 5.5 Inquiry Masking, above
- Two training sessions per year on the analysis of credit reports as specified in Section 5.6 Training, above.
- Telephone or internet client support as described in Section 5.7 Client Support, above.

9. Glossary and Definitions

Inquiry - is identified as any successful attempt to obtain consumer credit information

Unsuccessful inquiry – is identified as any unsuccessful attempt to obtain consumer credit information

Secondary Inquiry - is identified as any additional attempt to obtain consumer credit information in cases where the initial inquiry was unsuccessful. A secondary inquiry consist of, but is not limited to, providing additional information on an individual (other names used, old addresses etc.) that was not available when the initial inquiry was made. Secondary inquiries can be provided either through the automated system or by calling client support.

Annex B

Pricing Tables

Automated Consumer Credit Information

1.1 Initial Contract Period

Credit Check Report		
Description	Firm Unit Price	Estimated number of inquiries **
Successful inquiry for Consumer Credit Information	\$ _____	3000/year (total successful and unsuccessful inquiries)
Unsuccessful inquiry for Consumer Credit Information	\$ _____	
Secondary Inquiry*	\$ _____	250/year

1.2 Optional Period 1

Credit Check Report		
Description	Firm Unit Price	Estimated number of inquiries **
Successful inquiry for Consumer Credit Information	\$ _____	3000/year (total successful and unsuccessful inquiries)
Unsuccessful inquiry for Consumer Credit Information	\$ _____	
Secondary Inquiry*	\$ _____	250/year

1.3 Optional Period 2

Credit Check Report		
Description	Firm Unit Price	Estimated number of inquiries **
Successful inquiry for Consumer Credit Information	\$ _____	3000/year (total successful and unsuccessful inquiries)
Unsuccessful inquiry for Consumer Credit Information	\$ _____	
Secondary Inquiry*	\$ _____	250/year

1.4 Optional Period 3

Credit Check Report		
Description	Firm Unit Price	Estimated number of inquiries **
Successful inquiry for Consumer Credit Information	\$ _____	3000/year (total successful and unsuccessful inquiries)
Unsuccessful inquiry for Consumer Credit Information	\$ _____	
Secondary Inquiry*	\$ _____	250/year

1.5 Optional Period 4

Credit Check Report		
Description	Firm Unit Price	Estimated number of inquiries **
Successful inquiry for Consumer Credit Information	\$ _____	3000/year (total successful and unsuccessful inquiries)
Unsuccessful inquiry for Consumer Credit Information	\$ _____	
Secondary Inquiry*	\$ _____	250/year

* **Secondary Inquiry:** A secondary inquiry is identified as any additional attempt to obtain consumer credit information in cases where the initial inquiry was unsuccessful. A secondary inquiry consist of, but is not limited to, providing additional information on an individual (other names used, old addresses etc.) that was not available when the initial inquiry was made. Secondary inquiries can be provided either through the automated system or by calling

client support.

** This does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this estimate.

Annex C

Bidder Forms

Automated Consumer Credit Information

TABLE C1 - BID SUBMISSION FORM

<p>Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i></p>		
<p>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</p>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<p>Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i></p>		
<p>Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)</p>		
<p>Former Public Servants See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".</p>	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	

<p>Federal Contractors Program for Employment Equity (FCP EE) Certification:</p> <p>If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to:</p> <p>(a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or</p> <p>(b) submit a valid Certificate number confirming its adherence to the FCP-EE.</p> <p>Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation.</p> <p>For joint ventures, be sure to provide this information for each of the members of the joint venture.</p>	<p>On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i>:</p>	
	<p>(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;</p>	
	<p>(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i>;</p>	
	<p>(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR</p>	
	<p>(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).</p>	
<p>Number of FTEs [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]</p>		
<p>Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i> [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</p>		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 		
<p>Signature of Authorized Representative of Bidder</p>		

TABLE C2 – Substantiation of Compliance Form

Mandatory Criteria (Section 4.2.8)	Reference/Location in Bid Reponse of Bidder Substantiation to each Mandatory Criteria (as detailed in Article 3.3.2ii of this Bid solicitation)	Compliant? (Evaluation team to enter Yes or No)
M1		
M2		
M3		
M4		

TABLE C3 – Average Weighted Inquiry Price

	A	B	C	D	E	E=(a+b+c+d+e)/5	F	G = (E x F)
	Initial Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Average Price	Weight	Averaged Weighted Inquiry Price
Successful inquiry							0.8	
Unsuccessful inquiry							0.1	
Secondary Inquiry *							0.1	

* **Secondary Inquiry:** A secondary inquiry is identified as any additional attempt to obtain consumer credit information in cases where the initial inquiry was unsuccessful. A secondary inquiry consists of, but is not limited to, providing additional information on an individual (other names used, old addresses, etc.) that was not available when the initial inquiry was made. Secondary inquiries can be provided either through the automated system or by calling client support.