



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC/Réception des soumissions**  
**- TPSGC**  
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**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau**  
**Quebec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

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

**Proposition 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 biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Mobile Security Screening Solution	
<b>Solicitation No. - N° de l'invitation</b> 45045-180072/B	<b>Date</b> 2019-08-15
<b>Client Reference No. - N° de référence du client</b> 000010747	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XS-003-36722	
<b>File No. - N° de dossier</b> 003xs.45045-180072	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-09-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Smith, Kenneth	<b>Buyer Id - Id de l'acheteur</b> 003xs
<b>Telephone No. - N° de téléphone</b> (613) 408-0246 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> STATISTICS CANADA JT09A8 170 TUNNEYS PASTURE OTTAWA Ontario K1A0T6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Business Operations Support Systems Division/Systèmes de soutien des activités opérationnelles  
Terrasses de la Chaudière 4th Floor  
10 Wellington Street  
Gatineau  
Quebec  
K1A 0S5

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

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

**BID SOLICITATION**  
**MOBILE SECURITY SCREENING SOLUTION**  
**FOR**  
**STATISTICS CANADA**

**Table of Content**

<b>PART 1 -GENERAL INFORMATION.....</b>	<b>4</b>
1.1 Introduction .....	4
1.2 Summary .....	4
1.3 Debriefings .....	5
1.4 Phased Bid Compliance Process.....	5
<b>PART 2 -BIDDER INSTRUCTIONS.....</b>	<b>6</b>
2.1 Standard Instructions, Clauses and Conditions .....	6
2.2 Submission of Bids .....	6
2.3 Former Public Servant.....	6
2.4 Enquiries - Bid Solicitation.....	8
2.5 Applicable Laws.....	8
2.6 Improvement of Requirement During Solicitation Period .....	8
2.7 Volumetric Data .....	8
<b>PART 3 -BID PREPARATION INSTRUCTIONS .....</b>	<b>9</b>
3.1 Bid Preparation Instructions .....	9
3.2 Section I: Technical Bid .....	11
3.3 Section II: Financial Bid .....	14
3.5 Section IV: Additional Information .....	14
<b>PART 4 -EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>16</b>
4.1 Evaluation Procedures .....	16
4.2 Technical Evaluation .....	20
4.3 Financial Evaluation .....	21

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

4.4 Basis of Selection ..... 22

**PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 25**

5.1 Certifications Required with Bid ..... 25

5.2 Certifications Precedent to Contract Award and Additional Information ..... 25

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS ..... 29**

6.1 Security Requirement ..... 29

6.2 Financial Capability ..... 29

**PART 7 - RESULTING CONTRACT CLAUSES ..... 30**

7.1 Requirement ..... 30

7.2 Optional Goods and/or Services ..... 31

7.3 Task Authorization ..... 31

7.4 Standard Clauses and Conditions ..... 34

7.5 Security Requirement ..... 34

7.6 Contract Period ..... 35

7.7 Authorities ..... 36

7.8 Proactive Disclosure of Contracts with Former Public Servants ..... 37

7.9 Payment ..... 37

7.10 Invoicing Instructions ..... 41

7.12 Federal Contractors Program for Employment Equity - Default by Contractor ..... 42

7.13 Applicable Laws ..... 42

7.14 Priority of Documents ..... 42

7.15 Foreign Nationals (Canadian Contractor) ..... 43

7.16 Foreign Nationals (Foreign Contractor) ..... 43

7.17 Insurance Requirements ..... 43

7.18 Joint Venture Contractor ..... 43

7.19 Hardware ..... 44

7.20 Option to Purchase Leased Hardware ..... 45

7.21 Extension of Existing Product Line ..... 46

7.22 Licensed Software ..... 46

7.23 Licensed Software Maintenance and Support ..... 47

7.24 Training ..... 49

7.25 Professional Services - General ..... 49

7.26 Safeguarding Electronic Media ..... 50

7.27 Representations and Warranties ..... 50

7.28 Access to Canada's Property and Facilities ..... 51

7.29 Performance Guarantee ..... 51

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>7.30</b>	Termination for Convenience .....	51
<b>7.31</b>	Identification Protocol Responsibilities .....	52

**List of Annexes to the Resulting Contract:**

Annex A	Statement of Work
Appendix A to Annex A	Milestone Deliverable Table
Appendix B to Annex A	Security Screening Process for Census Statistics Act Staff
Appendix C to Annex A	Tasking Assessment Procedure
Appendix D to Annex A	Task Authorization Form
Appendix E to Annex A	Resource Assessment Criteria
Appendix F to Annex A	Certifications
Appendix G to Annex A	Statistics Canada Oath
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Electronic Payment Instruments

**List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):**

- Attachment 4.1: Technical Bid
- Attachment 4.2: Financial Bid
- Attachment 4.3: Demonstration Criteria

**List of Attachments to Part 5 (Certifications):**

- Attachment 5.1: Federal Contractor's Program for Employment Equity - Certification

**Forms:**

- Form 1 - Bid Submission Form
- Form 2 - OEM Certification Form
- Form 3 - Software Publisher Certification Form
- Form 4 - Software Publisher Authorization Form

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

# BID SOLICITATION

## MOBILE SECURITY SCREENING SOLUTION

### FOR

## STATISTICS CANADA

### PART 5 - GENERAL INFORMATION

#### 5.1 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 Attachments include the Technical and Financial Criteria, and Demonstration Criteria, Additional Certifications Precedent to Contract Award, and additional Certifications required with the Bid.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, and Electronic Payment Instructions.

#### 5.2 Summary

This bid solicitation is being issued to satisfy the requirement of Statistics Canada (StatCan) (the "**Client**") for a Contractor to successfully deliver a secure web based solution to streamline the security screening of temporary workers required in support of the 2021 Census. A significant policy change has taken place since the last census related to the Government of Canada Standard on Security Screening, most significantly Fingerprint-based Criminal Record Checks and Credit checks are now required for each applicant. The solution will enable StatCan to perform mobile Fingerprint Criminal Record Checks and Credit checks in over 350 locations across Canada.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

This bid solicitation requests bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information

- (a) It is intended to award a contract for 2 years, plus 1 one-year irrevocable option allowing Canada to extend the term of the contract.
- (b) 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 organizational security screening or security clauses, Bidders should refer to the Industrial and Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (c) 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 (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force, and the Agreement on Internal Trade (AIT).
- (d) The Federal Contractors Program (FCP) for employment equity applies to this procurement: see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the form titled "Federal Contractors Program for Employment Equity - Certification".

### **5.3 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 provided in writing, by telephone or in person.

### **5.4 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) 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.
- (b) 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.
- (c) 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.
- (d) Subsection 5(4) of 2003, Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:
  - (i) Delete: 60 days
  - (ii) Insert: 180 days

### 2.2 Submission of Bids

Bids submitted by using the epost Connect service provided by Canada Post Corporation must be submitted by the date, time and place indicated in the bid solicitation.

Note: To submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect. Should bidders have questions regarding the submission of their bid through epost Connect, contact the Contracting Authority at the email address provided on page 1 of the bid solicitation.

### 2.3 Former Public Servant

- (a) 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 FPS, 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.
- (b) **Definitions**

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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-8.

**(c) 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 FPS in receipt of a pension, as applicable:

- (i) name of former public servant;
- (ii) 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](#).

**(d) 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:

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

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (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;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## 2.4 Enquiries - Bid Solicitation

- (a) 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.
- (b) 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.

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

## 2.7 Volumetric Data

The 80,000 security clearances on applications received from applicants data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of Mobile Security Screening Solution will be consistent with this data. It is provided purely for information purposes.

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section in separate saved files as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

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

(a) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use a numbering system that corresponds to the bid solicitation;
- (ii) 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
- (iii) include a table of contents.

(b) **No Conditional Bids**

The Bidder must submit a Bid for which it seeks to be considered as a Bidder. The Bidder's Bid must not be made conditionally. Any Condition imposed by the Bidder will render the Bid non-responsive and the Bid will be given no further consideration.

(c) **Submission of Only One Bid:**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
- (B) they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
- (C) 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
- (D) 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.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.
- (d) **Joint Venture Experience:**
- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.
- Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.
- (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.
- Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.
- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.
- Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:
- Contracts all signed by A;

<b>Solicitation No. – N° de l’invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l’acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- (iv) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

### 3.2 Section I: Technical Bid

- (a) 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.
- (b) 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.
- (c) The technical bid consists of the following:
- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – “Form 1” 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 and the Bidder’s Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security :** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1 to Part 4, which is the requested format for providing the substantiation. 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" or use the "Bidder's Response" column of the Attachment 4.1 to Part 4, 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.
- (iv) **Previous Projects:** Where the bid must include a description of previous projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been completed by the RFP issuance date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will evaluate the first two in the order in which they are set out in the Bid.
- (v) **Proposed Resources:** The technical bid must include résumés for the resources identified in Attachment 4.1 to Part 4. The same individual must not be proposed for more than one Resource Category. The Technical Bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to résumés and resources:
  - (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
  - (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).

- (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). PWGSC will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- (F) For work experience to be considered by PWGSC, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

(vi) **Customer Reference Contact Information:**

- (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 4.1 to Part 4;
- (B) The form of question to be used to request confirmation from customer references is as follows:

[Sample Question to Customer Reference: "Has [the Bidder] provided your organization with [call the services and, if applicable, describe any required time frame within which those services must have been provided]?"

\_\_\_ Yes, the Bidder has provided my organization with the services described above.

\_\_\_ No, the Bidder has not provided my organization with the services described above.

\_\_\_ I am unwilling or unable to provide any information about the services described above.]

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (vii) **List of Proposed Software:** The Bidder must include a complete list identifying both the name and the version number of each component of the Licensed Software required for the proposed Software Solution.
- (viii) **Solution System Architecture:** The Bidder must include an overview of the proposed Software Solution's technical architecture.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet detailed in Attachment 4.2 to Part 4. The total amount of Applicable Taxes must be shown separately.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
  - (i) the rate bid must not increase by more than 5% from one time period to the next, and
  - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option to extend the Contract Period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **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.
- (e) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted. If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criteria.
- (f) **Exchange Rate Fluctuation**  
C3011T (2013-11-06), Exchange Rate Fluctuation

### 3.4 Section III: Certifications

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

### 3.5 Section IV: Additional Information

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

(a) **Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance.

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

The Company Security Officer (CSO) must ensure through the Contract Security Program that the Bidder and proposal individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

Bidders are requested to indicate this information on their Bid Submission Form.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

## 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. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) 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) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
  - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.
- (d) Canada will use the Phased Bid Compliance Process described below.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 (2018-03-13) Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.

- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder (“Notice”) identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the “Remedy Period”) to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder’s Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada’s review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or “CAR”) identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.

- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### 4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

## 4.2 Technical Evaluation

### (a) Mandatory Technical Criteria:

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically 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.
- (ii) The Phased Bid Compliance Process will apply to all mandatory technical criteria.
- (iii) The mandatory technical criteria are described in Attachment 4.1 to Part 4.

### (b) Point-Rated Technical Criteria:

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The point-rated technical criteria are described in Attachment 4.1 to Part 4.

### (c) Demonstration Criteria:

Canada may, but will have no obligation, to require that the top-ranked Bidder (identified after the financial evaluation) demonstrate any features, functionality and capabilities described in this bid solicitation or in its bid, in order to verify compliance with the requirements of this bid solicitation. If required, the demonstration must be conducted, at no cost to Canada, at a StatCan facility in the Ottawa/Gatineau area. Canada will provide no fewer than 5 working days of notice before the scheduled date for the demonstration. Once the demonstration has begun, it must be completed within 3 hours. The demonstration must be conducted during normal business hours, to be determined by the Contracting Authority. Canada will pay its own travel and salary costs associated with any demonstration. Despite the written bid, if Canada

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

determines during a demonstration that the Bidder's proposed solution does not meet the mandatory requirements of this bid solicitation, the bid will be declared non-responsive. Canada may, as a result of a demonstration, reduce the score of the Bidder on any rated requirement, if the demonstration indicates that the score provided to the Bidder on the basis of its written bid is not validated by the demonstration. The Bidder's score will not be increased as a result of any demonstration. If the Bidder's score is reduced by the demonstration, Canada will reassess the ranking of all bidders.

The Methodology and Requirements for the Demonstration are described in Attachment 4.3 to Part 4.

- (d) **Reference Checks:** If Canada decides to conduct reference checks on any given rated or mandatory criteria, the following procedure will be used:
- (A) 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. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
  - (B) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its Customer Reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same Customer Reference. Bidders will only be provided with this opportunity once for each Customer Reference, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 1 working day to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its Customer Reference check request.
  - (C) Wherever information provided by a Customer Reference differs from the information supplied by the Bidder, the information supplied by the Customer Reference will be the information evaluated.
  - (D) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the Customer Reference states he or she is unable or unwilling to provide the information requested, or (2) the Customer Reference is not a customer of the Bidder itself (for example, the Customer Reference cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the Customer Reference is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
  - (E) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the Customer References for that requirement for all bidders who have not, at that point, been found non-responsive.

#### 4.3 Financial Evaluation

- (a) The financial evaluation process is described in Attachment 4.2 to Part 4.
  - (i) SACC Manual Clause A0220T (2014-06-26), Evaluation of Price
- (b) **Formulae in Pricing Tables**

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.

(c) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the twelve months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation;
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

**4.4 Basis of Selection**

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for the technical evaluation, and
  - d. obtain the required minimum of 560 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 790 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
  4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
  5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
  6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
  7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		1st	3rd	2nd

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

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.

If more than one bidder is ranked first because of identical overall scores, then the bidder with the best financial score will become the top-ranked bidder.

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

## 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. 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 Bid

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

#### a) 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 provided will render the bid non-responsive.

#### (a) Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the names of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### (b) 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#>).

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [titled Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(c) **Professional Services Resources**

- (i) By submitting a bid, the Bidder certifies that, if it is 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.
- (ii) By submitting a bid, 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.
- (iii) If the Bidder is unable to provide the services of an individual named in its bid due to the death, sickness, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of that individual, within five business days of Canada's knowledge of the unavailability of the individual the Bidder may propose a substitute to the Contracting Authority, providing:
  - (A) the reason for the substitution with substantiating documentation acceptable to the Contracting Authority;
  - (B) the name, qualifications and experience of a proposed replacement immediately available for work; and
  - (C) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

No more than one substitute will be considered for any given individual proposed in the bid. In response to the Bidder's proposed substitution, the Contracting Authority may elect in its sole discretion either to:

- (A) set aside the bid and give it no further consideration; or
- (B) evaluate the replacement in accordance with the requirements of the bid solicitation in the place of the original resource as if that replacement had originally been proposed in the bid, with any necessary adjustments being made to the evaluation results, including the rank of the bid vis-à-vis other bids.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

If no substitute is proposed the Contracting Authority will set aside the bid and give it no further consideration.

- (iv) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, 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. Failure to comply with the request may result in the bid being declared non-responsive.

**(d) Bidder Certifies that System is "Off-the-Shelf"**

Any system bid to meet this requirement must be "off-the-shelf" (unless otherwise stated in this bid solicitation), meaning that the equipment and software comprising any system bid must consist of standard equipment and software that are commercially available and require no further research or development. Together, this equipment and software must form part of an existing system with a field-proven operational history (that is, it has not simply been tested in a laboratory or experimental environment). If any of the equipment or software comprising the system bid is a fully compatible extension of a field-proven product line, it must have been publicly announced on or before the bid closing date. By submitting a bid, the Bidder is certifying that any system bid is off-the-shelf.

**(e) OEM Certification - [Hardware Only]**

- (i) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- (ii) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- (iii) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware, on all accompanying documentation, and on mandatory certification reports.

**(f) Software Publisher Certification and Software Publisher Authorization**

- (i) If the Bidder is the Software Publisher for any of the proprietary software products it bids, Canada requires that the Bidder confirm in writing that it is the Software Publisher. Bidders are requested to use the Software Publisher Certification Form included with the bid solicitation. Although all the contents of the Software Publisher Certification Form are required, using the form itself to provide this information is not mandatory. For bidders who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (ii) Any Bidder that is not the Software Publisher of all the proprietary software products proposed in its bid is required to submit proof of the Software Publisher's authorization, which must be signed by the Software Publisher (not the Bidder). No Contract will be awarded to a Bidder who is not the Software Publisher of all of the proprietary software it proposes to supply to Canada, unless proof of this authorization has been provided to Canada. If the proprietary software proposed by the Bidder originates with multiple Software Publishers, authorization is required from each Software Publisher. Bidders are requested to use the Software Publisher Authorization Form included with the bid solicitation. Although all the contents of the Software Publisher Authorization Form are required, using the form itself to provide this information is not mandatory. For Bidders/Software Publishers who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- (iii) In this bid solicitation, "Software Publisher" means the owner of the copyright in any software products proposed in the bid, who has the right to license (and authorize others to license/sub-license) its software products.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

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

### **6.1 Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
  - (iv) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (v) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV, Additional Information.
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### **6.2 Financial Capability**

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must also be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that one or more parent companies grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

## 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 Requirement

\_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the goods and services to deliver the complete Mobile Security Screening Solution as described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes, but is not limited to:

- (i) supplying the purchased Hardware or supplying the Leased Hardware, and granting the option to purchase the Leased Hardware, at any time during the contract period;
  - (ii) providing the Hardware Documentation;
  - (iii) providing maintenance and support services for the Hardware during the Hardware Maintenance Period;
  - (iv) granting the license to use the Licensed Software described in the Contract;
  - (v) providing the Software Documentation;
  - (vi) providing maintenance and support for the Licensed Software during the Software Support Period;
  - (vii) providing remote technical support, in both of Canada's official languages, for all equipment and software to Statistic Canada Census and DSO via 1-800 number and email;
  - (viii) providing online support service for applicants completing the TBS 330-23 or equivalent form;
  - (ix) providing training for all aspects of the solution; and
  - (x) providing as and when requested administrative and technical support services, to one or more locations to be designated by Canada.
- (b) **Client:** Under the Contract, the "**Client**" is Statistics Canada (StatCan).
- (c) **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 Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **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

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

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 Hardware, the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred), the Leased Hardware, technical support, professional services and training.
- (ii) "Software Support Period" means the contract period, during which the Contractor must support the Licensed Software, in accordance with the conditions of the Contract.

## 7.2 Optional Goods and/or Services

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

## 7.3 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices C, D, E, F and G of Annex "A".
- (c) **Form and Content of draft Task Authorization:**
  - (i) The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Appendix "D" to Annex "A".
  - (ii) The draft Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The draft TA will also include the applicable basis and method(s) of payment as specified in the Contract.
  - (iii) A draft Task Authorization must also contain the following information, if applicable:
    - (A) the task number;
    - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
    - (C) the details of any financial coding to be used;
    - (D) the categories of resources and the number required;
    - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (F) the start and completion dates;
  - (G) milestone dates for deliverables and payments (if applicable);
  - (H) the number of person-days of effort required;
  - (I) whether the work requires on-site activities and the location;
  - (J) the language profile of the resources required;
  - (K) the level of security clearance required of resources;
  - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (M) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Project Authority, within 5 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Authorities for Validly Issuing Task Authorizations:**
- To be validly issued, a TA must include the following signatures:
- (A) the Project Authority; and
  - (B) a representative from \_\_\_\_\_ and
  - (C) the Contracting Authority.
- Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.
- (f) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under the Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as revised)

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Category of Personnel of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TAs (as revised):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last revised, as applicable) as Canada's total liability to the Contractor for all authorized TAs; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued tasks.

(g) **Pre-Cleared Resources:**

The resources identified in the Contract must be maintained and available in the quantities specified throughout the Contract Period. There is no limit to the number of resources that the Contractor may submit for consideration and assessment on an ongoing basis; however, the submission of alternatives does not relieve the Contractor from its obligation to provide, for a given task, specific individuals agreed to be provided to Canada in a validly issued TA or elsewhere as required by the terms of this Contract.

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

- (h) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

#### 7.4 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.

(a) **General Conditions:**

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

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance;
- (ii) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (iii) 4003 (2010-08-16), Supplemental General Conditions - Licensed Software;
- (iv) 4004 (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software;
- (v) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (vi) 4008 (2008-12-12), Supplemental General Conditions - Personal Information;

apply to and form part of the Contract.

#### 7.5 Security Requirement

The following security requirements (*SRCL and related clauses provided by ISP*) apply and forms part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, 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 work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B, including an IT Link at the level of B.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

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 "C";
  - (b) Industrial Security Manual (Latest Edition)

### 7.5.1 Contractor's Site(s) or Premises Requiring Safeguarding Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

### 7.5.2 Protection and Security of Data stored in Databases

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada.
2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada.
4. The Contractor must ensure that all data relating to the Contract is processed only in Canada.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada.
6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

### 7.6 Contract Period

- (a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (i) The **"Initial Contract Period"**, which begins on the date the Contract is awarded and ends 2 year(s) later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional one-year period 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.
  - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

## 7.7 Authorities

### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Kenneth Smith  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: STAMS  
Address: 10 Wellington St.  
Gatineau, QC K1A 0S5  
Telephone: 613-408-0246  
E-mail address: [kenneth.smith@tpsgc-pwgsc.gc.ca](mailto:kenneth.smith@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.

### (b) Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

(c) **Contractor's Representative**

*(Fill in or delete as applicable)*

**7.8 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 web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**7.9 Payment**

(a) **Basis of Payment**

- (i) **Leased Mobile Security Screening Solution:** For the lease of the equipment, software and materials, described in the contract, that are interconnected with or that otherwise interoperate to deliver the complete Mobile Security Screening Solution under the contract, Canada will pay the Contractor the firm price(s) set out in Annex "B", including all customs duties, Applicable Taxes extra.
- (ii) **Purchased Mobile Fingerprint Scanners:** For providing the equipment, software and materials, described in the contract, that are interconnected with or that otherwise interoperate with the hardware delivered under the contract, Canada will pay the Contractor the firm price(s) set out in Annex "B", including all customs duties, Applicable Taxes extra.
- (iii) **Completed Security Screening Transaction Cost:** For providing completed Security Screening Transactions, which include Transmission to RCMP, Auto-screening Workflow: RCMP CRC/email processing and Credit Check processing (Including Credit Provider Fee) under the contract, Canada will pay the Contractor the firm price(s) set out in Annex "B", including all customs duties, Applicable Taxes extra.
- (iv) **Licensed Software, Maintenance and Support:** For the license(s) to use the Licensed Software (including delivery, installation, integration and configuration of the Licensed Software and the Software Documentation , in accordance with the Contract, Canada will pay the Contractor the firm price(s) set out in Annex "B", including all customs duties, Applicable Taxes extra. The firm prices include the warranty during the Software Warranty Period and maintenance and support during the Software Support Period (including for any additional licenses purchased during the Contract Period).
- (v) **Optional Additional Software Licenses:** For additional licenses for additional Users to use the Licensed Software, if Canada exercises its option, Canada will pay the Contractor the firm price [*per device*] set out in Annex "B", including all customs duties, Applicable Taxes extra.
- (vi) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex "B", Basis of Payment, Applicable Taxes extra.
- (vii) **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

Authorization (based on the firm, all-inclusive per diem rates set out in Annex "B"),  
Applicable Taxes extra.

- (viii) **Travel and Living Expenses – National Joint Council Travel Directive** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.
- (ix) **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.
- (x) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the General Conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- (xi) **Purpose of Estimates:** All estimated costs 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.

(b) **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 Taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included. 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. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (A) when it is 75 percent committed, or
- (B) 4 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.
- (iii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment - Multiple Payments**
  - (i) H1001C (2008-05-12), Multiple Payments
- (d) **Method of Payment - Monthly Payment**
  - (i) H1008C (2008-05-12), Monthly Payment
- (e) **Method of Payment – Milestone Payments**
  - (i) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:
    - a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
    - b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
    - c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.
- (f) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
  - (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
  - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (g) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (i) 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;
  - (ii) all such documents have been verified by Canada;
  - (iii) the Work delivered has been accepted by Canada.
- (h) **SACC Manual Clauses**
- (i) A9117C (2007-11-30), T1204 Direct Request by Customer Department
  - (ii) C2000C (2007-11-30), Taxes, Foreign Based Contractor
- (i) **Payment Credits**
- (i) **Late Delivery:** If the Contractor does not deliver the deliverables or perform the services within the time specified in the Contract, the Contractor must provide a credit to Canada of \$5,000.00 for each calendar day of delay up to a maximum of 10 days, subject to the limitation that the total amount of liquidated damages will not exceed 10% of the price of the Work delivered late.
  - (ii) **Credits for Failure to Meet Minimum Availability Level:** If the Equipment does not meet the Minimum Availability Level in any given month, Canada will be entitled to a credit in the following amount:
    - (A) for every 0.1% below the Minimum Availability Level in any given month, the Contractor must pay a credit to Canada in the amount of 1% of *the monthly transactional fee* up to a total of 10% of *the monthly transactional fee*. For example, if the actual availability was [98% - 0.2%], then a credit of 2% of *the monthly transactional fee* will apply.
  - (iii) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
  - (iv) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
    - (A) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
    - (B) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three-month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.
  - (v) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period, including during implementation.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (vi) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (vii) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (viii) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (ix) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

#### 7.10 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
  - (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
  - (c) 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.
  - (d) The Contractor must provide the original of each invoice to the Project Authority, and a copy to the Contracting Authority.
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, as applicable, 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;

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

d. a copy of the monthly progress report;

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the following address for certification and payment.

\_\_\_\_\_ (*Insert the name of the organization*)  
 \_\_\_\_\_ (*Insert the address of the organization*)

b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 7.11 Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, or fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 7.12 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.13 Applicable Laws

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

### 7.14 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:

- (a) these Articles of Agreement, including any individual SACC Manual clauses incorporated by reference in these Articles of Agreement;
- (b) supplemental general conditions, in the following order:
  - (i) 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance ;
  - (ii) 4002 (2010-08-16), Software Development or Modification Services;
  - (iii) 4003 (2010-08-16), Licensed Software;

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (iv) 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
- (v) 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- (vi) 4008 (2008-12-12), Personal Information;
- (c) general conditions 2035 (2018-06-21);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations and any Certifications they required
- (h) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ "or" as amended on \_\_\_\_\_, not including any software publisher license terms and conditions that may be included in the bid, not including any provisions in the bid with respect to limitations on liability, and not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

#### **7.15 Foreign Nationals (Canadian Contractor)**

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

#### **7.16 Foreign Nationals (Foreign Contractor)**

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

#### **7.17 Insurance Requirements**

- (a) SACC Manual clause G1005C (2016-01-28) Insurance Requirements

#### **7.18 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members:
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
  - (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the Contract;
  - (ii) 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
  - (iii) all payments made by Canada to the representative member will act as a release by all the members.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (c) 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.
- (d) All the members are jointly and severally or solitarily liable for the performance of the entire Contract.
- (e) 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.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

#### 7.19 Hardware

- (a) With respect to the provisions of Supplemental General Conditions 4001:

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	[Yes]
Part IV of 4001 applies to the Contract (Additional Conditions: Lease)	[Yes]
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	[Yes]
Delivery Location	Statistics Canada 170 Tunney's Pasture Driveway Ottawa, Ontario K1A 0T6
Delivery Date	Whether Canada decides to purchase or lease the hardware, the delivery date must be:  a) 50 RCMP certified FAP mobile fingerprint scanners – 30 days from contract award.  b) Approximately 500 RCMP certified FAP mobile fingerprint scanners – August 5, 2020.
Contractor must deliver Hardware Documentation	[Yes]
Contractor must update Hardware Documentation throughout Contract Period	[Yes]
Hardware Documentation must include maintenance documentation	[No]

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

Format and Medium on which Hardware Documentation must be Delivered	Printed hard copy and electronic.
Special Delivery Requirements	[No]
Contractor must Install Hardware at time of Delivery	[No]
Contractor must Integrate and Configure Hardware at time of Installation	[Yes] Included in the unit price of the Hardware.
Hardware is part of a System	[Yes]
Minimum Availability Level for Hardware	98% Despite 4001, Section 1, "User Time" means 7:00AM – 10:00PM Nationally.
Lease Period	If Canada chooses to lease the Hardware, the Lease period begins on the date of acceptance of the hardware and ends at the expiry of the Initial Contract Period.
Option to Extend Lease Period	The Contractor grants to Canada an irrevocable option to extend the Lease Period by 1 one-year period. These option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Class of Maintenance Service	Return-to-Depot Maintenance.
Principal Period of Maintenance (PPM)	8:00AM to 10:00PM local time on weekdays (excluding statutory holidays) where the Hardware is in use.
Toll-free Telephone Number for Maintenance Service	[Note to Bidders: to be completed with information from the Contractor at the time of award. Bidders are requested to provide this information in their bids].
Website for Maintenance Service	[Note to Bidders: to be completed with information from the Contractor at the time of award. Bidders are requested to provide this information in their bids].

## 7.20 Option to Purchase Leased Hardware

**Option to Purchase:** The Contractor grants to Canada the option to purchase any or all of the leased products at any time during the rental period. In this event, 25 percent of the rental paid will be credited at the time of purchase up to a maximum of 75 percent of the unit purchase price detailed below for the applicable item.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Unit Purchase Price: Item \_\_\_\_\_ \$ \_\_\_\_\_

### 7.21 Extension of Existing Product Line

- (a) During the Contract Period, if technological improvements have been made to the products available for purchase under the Contract, the Contractor may propose new products that are an extension of an existing product line or the "next generation" of an existing product line that meet or exceed the specification(s) of existing products under the Contract, if the price for the new product does not exceed:
  - (i) the firm price (or ceiling price, if applicable) for the product originally offered in the Contractor's bid that resulted in the award of the Contract plus 5%;
  - (ii) the current published list price of the substitute product, minus any applicable Government discount; or
  - (iii) the price at which the substitute product is generally available for purchase,
 whichever is the lowest.
- (b) The proposed new product may be subject to benchmark evaluation and the Contractor must pay for all costs associated with the benchmark evaluation (e.g., transportation, benchmark fee, etc.).
- (c) Whether or not to accept or reject a proposed new product is entirely within the discretion of Canada. If Canada does not accept a proposed new product that is proposed to replace an existing product, the Contractor must continue to deliver the original product. If accepted, the addition of the new product will be documented for the administrative purposes of Canada by a contract amendment, by adding the new product to the Contract.
- (d) No new products will be included in the Contract until one year after the Contract is awarded.

### 7.22 Licensed Software

- (a) With respect to the provisions of Supplemental General Conditions 4003:

Licensed Software	The Licensed Software, which is defined in 4003, includes all the products offered by the Contractor in its bid, and any other software code required for those products to function in accordance with the Software Documentation and the Specifications, including without limitation all of the _____ following _____ products: _____ <i>[this information will be completed at contract award using information in the Contractor's bid]</i>
Type of License being Granted	Device License

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

Number of Devices Licensed	50 on 30 days from contract award, and approximately 500 additional devices on August 5, 2020.
Option to Purchase or Lease Licenses for Additional Devices	The Contractor grants to Canada the irrevocable option to purchase or lease licenses for additional Devices at the price set out in Annex B on the same terms and conditions as the initial Device licenses granted under the Contract. This option may be exercised at any time during the Contract Period, as many times as Canada chooses. This option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Language of Licensed Software	The Licensed Software must be delivered in both French and English.
Delivery Location	In accordance with sections 4.1.2.6 and 4.2.10 of Annex A, the complete solution software must be installed before delivery.
Media on which Licensed Software must be Delivered	Internet Download via a secure connection.
Term of License	From the date of delivery until the end of the contract period.

- (b) **On-going Maintenance of Software Code:** The Contractor must continue to maintain the version of the Licensed Software (i.e., the version or "build" originally licensed under the Contract) as a commercial product (i.e., the Contractor or the software publisher must be continuing to develop new code in respect of the Licensed Software to maintain its functionality, enhance it, and deal with Software Errors) for at least 2 years from the date the Contract is awarded. After that time, if the Contractor or the software publisher decides to discontinue or no longer maintain the then-current version or "build" of the Licensed Software and, instead, decides to provide upgrades to the Licensed Software as part of the Software Support, the Contractor must provide written notice to Canada at least 12 months in advance of the discontinuation

### 7.23 Licensed Software Maintenance and Support

- (a) With respect to the provisions of Supplemental General Conditions 4004:

Software Support Period	The Software Support Period is the Contract Period.
Software Support Period when Additional Licenses added during Contract Period	For any additional licenses purchased in accordance with the Contract, the Software Support Period currently underway will apply to the additional licenses purchased, so that the Software Support Period ends on <i>the</i> same date for all licences supported under the Contract.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

Hours for Providing Support Services	The Contractor's personnel must be available during the 3-5 month peak period (as outlined in Sections 2.3 and 4.1 of Annex A) 7 days a week between 7:30 a.m. to 10:00 p.m. Nationally, exclusive of statutory holidays observed by Canada. Outside of the peak period, support services must be available Monday to Saturday between 7:30 a.m. to 10:00 p.m. Nationally, exclusive of statutory holidays observed by Canada. The Contractor must respond to all telephone and email communications (with a live service agent) within 60 minutes of the initial time of the Client or User's initial communication for the duration of the Contract.
Contractor must provide On-site Support Services	[No]
Contractor must install Software Error corrections and Maintenance Releases and upgrades	[Yes]
Contact Information for Accessing the Contractor's Support Services	In accordance with Section 5 of 4004, the Contractor will make its Support Services available through the following: Toll-free Telephone Access: _____ Email _____ Access: _____ The Contractor must respond to all telephone, fax or email communications (with a live service agent) within 60 minutes of the initial time of the Client or User's initial communication.  <b>[Note to Bidders:</b> to be completed with information from the Contractor at the time of award. Bidders are requested to provide this information in their bids].
Website	In accordance with Section 5 of 4004, the Contractor must make Support Services available over the Internet. To do so, the Contractor must include, as a minimum, frequently asked questions and on-line software diagnostic routines and support tools. Despite the Hours for Providing Support Services, the Contractor's website must be available to Canada's users 24 hours a day, 365 days a year, and must be available 99% of the time. The Contractor's website address for web support is _____.  <b>[Note to Bidders:</b> to be completed with information from the Contractor at the time of award. Bidders are requested to provide this information in their bids].
Language of Support Services	The Support Services must be provided in both French and English, based on the choice of the User requesting support.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

## 7.24 Training

### Providing Training:

At no additional cost to Canada the Contractor must:

- i. provide training materials and documentation, subject to StatCan approval, in both of Canada's official languages (English and French), for all aspects of the Mobile Security Screening Solution including, the secure web-based solution, the mobile scanners and all associated software. All materials and documentation must be in printed and electronic format and must be kept up to date throughout the Contract Period; and
- ii. provide a bilingual instructor(s) to train StatCan staff in all aspects of the Mobile Security Screening Solution including the secure web-based solution, the mobile scanners and all associated software so that they in turn can train field and recruitment staff on the solution. Training must be provided at StatCan offices in Ottawa, Ontario.
- iii. 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 Project Authority for approval.

## 7.25 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract.

All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

- (b) If the Contractor fails to deliver any deliverable (excluding delivery of an individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, Section 08 titled "Replacement of Specific Individuals" is deleted and the following applies instead:

### Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed the score obtained for the original resource.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide the services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Section titled "Default of the Contractor", or
  - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the Excusable Delay Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

## 7.26 Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

## 7.27 Representations and Warranties

The Contractor made statements regarding its and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

Solicitation No. – N° de l'invitation 45045-180072/B	Amd. No – N° de la modif.	Buyer ID – Id de l'acheteur 003xs
Client Ref. No. – N° de réf. De client 45045-180072	File No. – N° du dossier 003xs.45045-180072	CCC No./ N° CCC – FMS No/ N° VME

## 7.28 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 Project 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.

## 7.29 Performance Guarantee

It is a condition of the Contract that the Contractor provides to Canada an unconditional and irrevocable guarantee of the performance and fulfillment of each and every obligation of the Contractor under the Contract. This guarantee must be in the form set out in Annex \_\_\_\_ (to be provided at contract award) and be executed under seal (if required by Canada) by \_\_\_\_\_. If the Contractor does not deliver the fully executed guarantee within 10 working days of the Contract being awarded, Canada may immediately terminate the Contract for default and will have no liability to the Contractor for any of the Work performed before that termination. Obtaining and delivering the signed guarantee within the time required is the sole responsibility of the Contractor.

*Note to Bidders: This article will only be included if Canada determines that a performance guarantee (for example, from a parent company) is required in connection with an evaluation of the Bidder's financial capability. The name of the guarantor will be completed at the time of contract award*

## 7.30 Termination for Convenience

With respect to Section 30 of General Conditions 2035, subsection 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.

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

### 7.31 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

## **Annex A**

# **Mobile Security Screening Solution**

## **Statement of Work**

**Statistics Canada**

**2021 Census**



**Statistics  
Canada**

**Statistique  
Canada**

**Solicitation No. – N° de l’invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l’acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

## Table of Contents

1	Objective.....	3
2	Background .....	3
3	SOW Structure .....	4
4	Requirements.....	4
5	Professional Services Resource Categories (Bilingual) .....	14
6	Security .....	15
7	Privacy.....	16
8	Optional Goods and or Services.....	17
9	Constraints .....	18
10	Language Requirements .....	19
11	Location of Work.....	19
12	Governance .....	20

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

## 1 Objective

- 1.1 The objective of this Statement of Work (SOW) is to specify the requirements associated with successfully delivering a solution for the streamlining of the security screening process of temporary workers required in support of the 2021 Census.

## 2 Background

- 2.1 Statistics Canada (StatCan) is the government organization that ensures Canadians have the key information on Canada's economy, society and environment that they require to function effectively as citizens and decision-makers. A key contributor is census data and by Canadian law, Statistics Canada must complete a census every 5 years. The next census is in 2021.
- 2.2 The census is a major undertaking and will require Statistics Canada to hire up to 35,000 people on a temporary basis. Due to the sensitive nature of the census data, each of the temporary hires requires a Government of Canada reliability status security screening. Refer to Appendix B for a process flow detailing the security screening process for Census *Statistics Act* staff.
- 2.3 Approximately 110,000 candidates will be assessed for suitability for census jobs in the second year of the contract. Of these, approximately 80,000 will be submitted for credit checks and fingerprint-based Criminal Record Checks (CRCs) during a consecutive 5 month period with approximately 65% of those submitted within a consecutive 3 month period. Candidates will be in urban, rural and remote locations across Canada.
- 2.4 A significant policy change has taken place since the last census related to the Government of Canada Standard on Security Screening, most significantly:
  - 2.4.1 Credit checks are now required for each applicant. The credit check is conducted using either Equifax Canada or TransUnion Canada and is currently initiated via a manual request. Requests are submitted electronically via internet and require the submission of a person's name and address.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 2.4.2 Fingerprint-based CRCs are required for each applicant. Previously, CRCs were conducted through a name-based verification which is no longer supported by the Royal Canadian Mounted Police (RCMP). CRCs must now be fingerprint-based.
- 2.4.3 Currently, completion of a security screening involves several discrete actions, all of which must be completed manually. The time and effort required to complete all security clearances in support of the 2021 Census greatly exceeds Statistics Canada's resources.

### **3 SOW Structure**

- 3.1 The work associated with this requirement includes the following elements:
  - 3.1.1 Provide a software solution to automate and manage the workflow required to complete security clearance screening for implementation in late fall of 2019;
  - 3.1.2 Provide by purchase or lease approximately 550 new and unused handheld RCMP - certified Livescan systems using Fingerprint Acquisition Profile (FAP) mobile devices for use by Statistics Canada during the 2021 Census operations;
  - 3.1.3 Provide Training, Documentation and Technical Hotline, in Canada's two official languages, English and French.
  - 3.1.4 Provide Project Management Services; and
  - 3.1.5 Provide administrative and technical support services on as and when requested basis.
- 3.2 The support services to be provided will be defined using Task Authorizations (TA) which will specify all required tasks and deliverables in detail. See sample TA form in Appendix D.

### **4 Requirements**

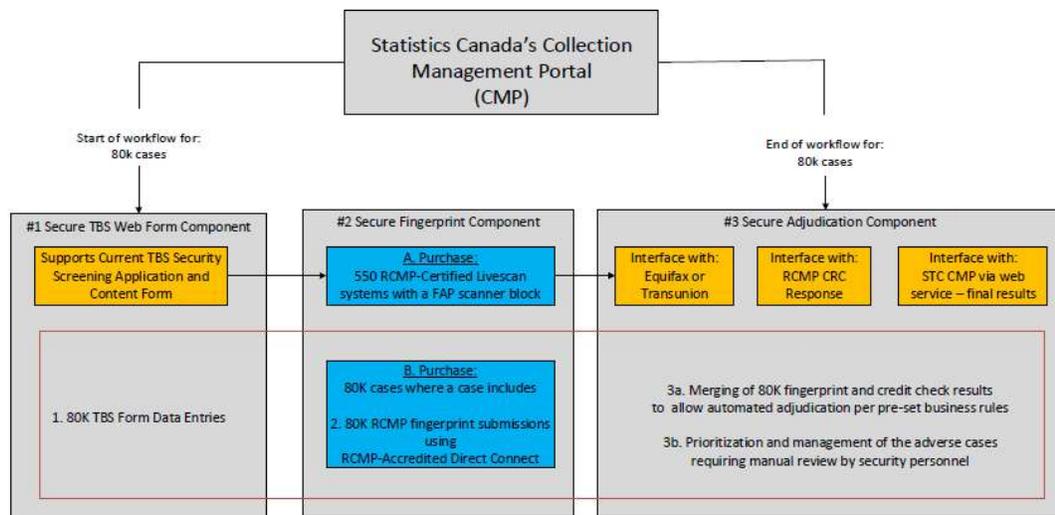
#### **4.1 General component description of the secure web-based solution**

The Contractor must, in the second year of the contract, support the successful completion of approximately 80,000 security clearances during a consecutive 5 month period (defined as the peak period) with approximately 65% of those submitted within a consecutive 3 month period. These security clearances will be on applicants seeking temporary employment with Statistics Canada to support the 2021 Census. Within the required timeframes as outlined in the Milestone Table in Appendix A to Annex A, the Contractor must provide the following three components as part of an overall secure web based solution. The

term 'secure' is defined as protected against attack, theft or other criminal activity. All Components must service both Official languages, English and French.

- 4.1.1 Secure Treasury Board Secretariat (TBS) Web Form Component
- 4.1.2 Secure Fingerprinting Component
- 4.1.3 Secure Adjudication Component

The following diagram depicts each component of the solution. The diagram is followed by more detailed requirements specific to each component.



#### 4.1.1 Secure TBS Web Form Component

The Secure TBS Web Form Component must periodically (every few minutes) pick up available files of applicants created by the StatCan Collection Management Portal (CMP). Each file may have one or more applicant records and include in each record their name, email address, test location and test time. The Secure TBS Web Form Component must send via Statistics Canada email server, one email per applicant with parameters in the email to personalize it based on name, test location, date, time, and candidate language. The email must also have a link to a web application to allow the applicant to fill out (and electronically sign) their TBS330-23, *Personnel Screening, Consent and Authorization Form* (or equivalent) online. The Secure TBS Web Form Component must validate all data entry according to TBS guidelines so that the TBS330-23 (or equivalent) is compliant before submitting electronically. The Secure TBS Web Form Component must be available through multiple browsers as defined in 4.2.6.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 4.1.1.1 The Secure TBS Web Form Component must ensure the security screening process meets the Government of Canada's standard on security screening using the latest approved TBS Security Screening and Consent form. More information on this standard can be found at the link provided in 4.1.1.3 below.
- 4.1.1.2 The Secure TBS Web Form Component must import configurable applicant data from an external file (format to be provided by Statistics Canada after contract award) and use it to automatically generate an email that invites applicants to complete their authorization and consent for security screening by providing a link to a web application included in the email. The web application allows the applicant to enter the data on the TBS330-23 (or equivalent). The Secure TBS Web Form Component must conform to TBS Accessibility Standards.
- 4.1.1.3 The Secure TBS Web Form Component must create one case file for each applicant that includes all required information to complete a Government of Canada Reliability Status security screening. Details of the Standard on Security Screening can be found here: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=28115>
- 4.1.1.4 The Secure TBS Web Form Component must allow applicants to enter their personal information and give the consent required for security screening as per the TBS330-23 (or equivalent).
- 4.1.1.5 The Secure TBS Web Form Component must automatically validate applicant data for completeness as it pertains to the mandatory information required for security screening, specifically the completion of the TBS330-23 (or equivalent). The Secure TBS Web Form Component must prevent candidates from submitting an incomplete TBS330-23 (or equivalent). The form is submitted and becomes part of the applicant's file of information for the security screening process.
- 4.1.1.6 The Secure TBS Web Form Component must provide for the data entry of approximately 110,000 case files with the capacity to process 2000 forms concurrently.
- 4.1.1.7 The Secure TBS Web Form Component must include an online support service including, at minimum, frequently asked questions on the completion of the TBS330-23 (or equivalent). The Contractor's website must be in both English and French, available to Canada's users 24 hours a day, 365 days a year, and must be available 99% of the time.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

#### **4.1.2 Secure Fingerprinting Component**

The Secure Fingerprinting Component is used by a StatCan resource during a test session to take an applicant's fingerprints and submit them to the RCMP using the Secure Fingerprint Component's RCMP-accredited Direct Connect. The Secure Fingerprinting Component must be an RCMP vendor-certified Livescan system that includes: the software; and a FAP mobile handheld scanner. The Secure Fingerprinting Component must also be authorized by the RCMP to submit fingerprints electronically from urban, rural and remote locations in Canada.

- 4.1.2.1 The Secure Fingerprinting Component must import the applicant's demographic data from the Secure TBS Web Form Component one at a time or in bulk.
- 4.1.2.2 The Secure Fingerprinting Component must include fingerprint scanners that resist latent prints, meaning the surface does not need to be cleaned between image captures.
- 4.1.2.3 The Secure Fingerprinting Component must have an RCMP-accredited Direct Connect so that the approximately 550 Livescan systems can submit to the Contractor's Direct Connect hub. This is as per RCMP accreditation policy.
- 4.1.2.4 The Secure Fingerprinting Component must be a store and forward solution so that when networking is not available, transactions can be stored and forwarded once access to the network is available.
- 4.1.2.5 The Secure Fingerprinting Component must be approved by the RCMP to allow electronic submission of digital fingerprints securely from any urban, rural and remote location across Canada. This requires a Threat and Risk assessment approved by the RCMP Departmental Security Branch (DSB).
- 4.1.2.6 The Secure Fingerprinting Component software must be installed by the Contractor on approximately 550 Statistics Canada-provided laptops, running Windows 10 Professional.
- 4.1.2.7 The Secure Fingerprinting Component must provide via purchase or lease, approximately 550 new and unused RCMP vendor-certified Livescan systems where each system includes the software and a new and unused handheld FAP mobile fingerprint scanner.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 4.1.2.8 The Secure Fingerprinting Component must be capable of capturing approximately 110,000 case files and the subsequent submission to the RCMP, via the suppliers Direct Connect, of approximately 80,000 case files.
- 4.1.2.9 The Secure Fingerprinting Component must resubmit fingerprints in cases where criminal record results have not been successfully received (i.e. lost in transmission) from the RCMP to StatCan so that reprinting candidates is not required. When the CRC results are received by the Secure Adjudication Component, digital prints must be automatically deleted. All other prints must be stored and then manually deleted when instructed by StatCan.

#### **4.1.3 Secure Adjudication Component**

The Secure Adjudication Component must interface electronically with the RCMP Criminal Record Check results and credit file provider (Equifax or TransUnion) to automatically look for adverse conditions in criminal record or credit file results. The Secure Adjudication Component must automatically and electronically send the results back to CMP via a Web Service.

- 4.1.3.1 The Secure Adjudication Component must electronically submit requests to Equifax Canada or TransUnion Canada using a System to System interface to obtain the Credit file for the applicant without requiring any re-keying of applicant information into a credit provider's portal.
- 4.1.3.2 The Secure Adjudication Component must identify adverse credit file conditions based on configurable business rules.
- 4.1.3.3 The Secure Adjudication Component must generate a full, readable PDF version of credit information with all required fields as defined by Statistics Canada's Departmental Security Office (DSO) and automatically attach it to the case file.
- 4.1.3.4 The Secure Adjudication Component must interface with the RCMP criminal record results, associate the results to the case file and automatically process the results as part of the adjudication process.
- 4.1.3.5 The Secure Adjudication Component must automatically attach the criminal record results to the case file.
- 4.1.3.6 The Secure Adjudication Component must merge results into one case file that can be easily searchable and prioritized based on hiring needs.
- 4.1.3.7 The Secure Adjudication Component must include a Document Management System for attaching and uploading external files such as criminal record results, raw credit files, readable credit PDF files and TBS forms.

- 4.1.3.8 The Secure Adjudication Component must automatically identify and notify Statistics Canada of any applicant that receives an adverse criminal record check or credit check result.
- 4.1.3.9 The Secure Adjudication Component must support management of both adverse and non-adverse results for action by Statistics Canada's DSO. Adverse results will require further review and approval, non-adverse results will require automated updating, based on business rules as provided by Statistic Canada.
- 4.1.3.10 The Secure Adjudication Component must create operational summary reports of case files at each stage of the security screening process, allowing Statistics Canada to track the status of each case file and identify bottlenecks as part of the on-line solution. Examples of applicants' status information include:
- number of case files in each stage of processing;
  - length of time each case file is in each stage; and
  - which case files have exceeded the expected time in a given stage.
- 4.1.3.11 The Secure Adjudication Component must track the status of a case file submission end to end via a web-based dashboard.
- 4.1.3.12 The Secure Adjudication Component must interface with Statistics Canada's CMP to send the security screening results via a Web Service (specifications to be provided by StatCan after contract award).
- 4.1.3.13 The Secure Adjudication component must automatically and electronically send the results back to CMP via a Web Service.
- 4.1.3.14 The Secure Adjudication Component must provide the completed results of each CRC and credit check in under 10 minutes from submission of fingerprints. In the case of a specific request being delayed at source the solution must track the submission and report progress to Statistics Canada.
- 4.1.3.15 The Secure Adjudication Component must process up to 5000 CRC and credit checks results within a 24 hour period.
- 4.1.3.16 The Secure Adjudication Component must provide adjudication of approximately 80,000 case files. Adjudication of each case file includes identifying adverse criminal record or credit file conditions.

## **4.2 Technical Requirements**

- 4.2.1 The Contractor must, at all times during their performance of the contract, maintain the solution in a Protected B environment.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 4.2.2 The Contractor must provide and facilitate the installation (via direct install or an installation guide) of the management solution on Statistics Canada servers.
- 4.2.3 The solution must protect the integrity and confidentiality of Protected B data by ensuring that data is encrypted when transmitted, encrypted at rest, and that the solution is tiered to leverage existing safeguards that are already in place within the StatCan infrastructure.
- 4.2.4 All communication between management interfaces, the appliance(s) and required components must be encrypted in accordance with the Communications Security Establishment's Guidance on Securely Configuring Network Protocols and Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information.
- 4.2.5 The solution must be capable of being deployed on a StatCan Canada cloud environment or a Shared Services Canada (SSC) data center as determined by StatCan.
- 4.2.6 The solution must operate under Statistics Canada's Enterprise Architecture approved (mainstream) environment:
- Operating systems (hardened and secured):
    - Windows 10 Professional
    - Preferred Server: Windows Server 2016
  - Database Management Server:
    - Preferred Server: SQL Server 2016
  - Browsers:
    - Preferred Browsers for Secure TBS Web Form Component: Internet Explorer (IE), Chrome, Edge, Firefox and Safari.
    - Preferred Browsers for Secure Adjudication Component: Microsoft Internet Explorer Enterprise Mode, Chromium and Microsoft Edge
- 4.2.7 The solution must interface with:
- RCMP RTID (Real Time Identification) System (to submit fingerprints) in accordance with the latest version of RCMP RTID Interface Control Document (ICD);
  - Statistics Canada RTID Inbox (to read criminal record check results);
  - Equifax or Trans Union for Credit Verification;
  - Statistics Canada Collection Management Portal (CMP); and
  - SMTP Server to send emails.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 4.2.8 The secure web-based solution must deliver, enable and support the functionality to perform encrypted file transfers between hosts that have a scheduling agent without the use of 3rd party software. The file transfer must also include a checkpoint restart and verification process to ensure that total file is transferred in its entirety prior to making it available on the destination host for use by subsequent applications.
- 4.2.9 Maintenance and Support Requirements: The Contractor must provide detailed maintenance and support schedules for major software upgrades, components, patches, and new releases. The service standard for bug fixes and issues must be based on priorities (e.g., an urgent security patch must be deployed within 24 hours). These maintenance services must be included in the warranty and maintenance service included in the contract.
- 4.2.10 The Contractor must install and test the RCMP vendor-certified Livescan solution on each of the approximately 550 Statistics Canada owned laptops.

### 4.3 Hardware

- 4.3.1 The Contractor must provide, through purchase or lease, approximately 550 new and unused RCMP certified Livescan systems using new and unused fingerprint scanners in the form of handheld mobile devices for use by Statistics Canada to capture applicant's digital fingerprints. A handheld **mobile device** is defined as a computing device small and light enough to hold and operate in the palm of the hand.

The fingerprint scanners must:

- connect to a Statistics Canada supplied laptop (requires at least Intel i7, 8GB SDRAM, 256GB SSD) and capture and store (in offline mode) up to 500 unique sets of applicant fingerprints;
- resist abrasion and capture quality fingerprints from hands that are dry, moist or dirty from both young and older subjects;
- resist latent prints, meaning the platen does not need to be cleaned between captures.;
- be resistant to cleaning solutions used to clean and disinfect between uses; and
- be resistant to heat, humidity, sunlight and extreme cold typically encountered in Canada's weather profiles.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 4.3.2 The hardware must include any other equipment, materials, and/or software described in the contract that are interconnected with or that otherwise interoperate with the hardware delivered under the contract.
- 4.3.3 The decision to purchase or lease the hardware is at Canada's sole discretion and will be made prior to Contract award.
- 4.3.4 If Canada selects to lease the hardware, the lease period must be from the delivery dates specified in the Milestone Schedule in Appendix A to Annex A, until the end of the initial Contract period.
- 4.3.5 The Contractor must provide Return-to-Depot Maintenance Service, as defined in Supplemental Conditions 4001.
- 4.3.6 The Contractor's system solution (hardware and software) must be certified for NPS-NIST-ICD compliancy before the system will be permitted to submit specific transactions as defined in the NPS-NIST-ICD 1.7.8, (Interface Control Document). As a prerequisite to RCMP scanner certification, the scanner must be listed on the FBI Certified Products List, <https://www.fbibiospecs.cjis.gov/Certifications>.
- 4.3.7 Every transaction (NIST file) submitted to the RTID System must adhere to the ANSI/NIST Standard and NPS-NIST-ICD 1.7.8 specification to be considered valid. In order for the RTID System to accept and process a NIST file, it must be both well-formed and valid.
- 4.3.8 StatCan will be providing the Livescan laptop. The Contractor's mobile Livescan solution must include all cables and other ancillary items required to run on the StatCan-provided laptop based on the specifications provided.

#### **4.4 Training, Documentation and Technical Hotline**

At no additional cost to Canada, the Contractor must:

- 4.4.1 Provide training materials and documentation, subject to StatCan approval, in English and French, for all aspects of the Mobile Security Screening Solution including, the secure web-based solution, the mobile scanners and all associated software. All materials and documentation must be in printed and electronic format.
- 4.4.2 Update the training materials and documentation throughout the contract period as required.
- 4.4.3 Provide a bilingual (French/English) instructor(s) to train StatCan staff in all aspects of the Mobile Security Screening Solution including the secure web-based solution, the mobile scanners and all associated software.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 4.4.4 The Instructor must train StatCan staff so that they in turn can train security officers, field and recruitment staff on the solution.
- 4.4.5 Provide remote technical support, in both of Canada's official languages, for all equipment and software to Statistic Canada Census and DSO via 1-800 number and email. Technical support must be available during the 3-5 month peak period (as outlined in Sections 2.3 and 4.1 above) 7 days a week between 7:30 a.m. to 10:00 p.m. nationally, exclusive of statutory holidays observed by Canada. Outside of the peak period, technical support must be available Monday through Saturday between 7:30 a.m. to 10:00 p.m. nationally, exclusive of statutory holidays observed by Canada. The Contractor must respond to all telephone or email communications (with a live service agent) within 60 minutes of the initial time of the Client or User's initial communication for the duration of the Contract.
- 4.5 Project Management Services**
- 4.5.1 The Contractor must, at no additional cost to Canada, designate an individual as its Project Manager who will manage the project on a day to day basis.
- 4.5.2 The Contractor's Project Manager must be fluent in English.
- 4.5.3 The Contractor's Project Manager must follow the reporting requirements as outlined in section 12 below. The Contractor's Project Manager will work directly with the Field Operations Project (FOP) Manager in partnership with the DSO Chief of Security. The Contractor's Project Manager must attend meetings which will normally be held at Statistics Canada facilities in Ottawa.
- 4.5.4 The Contractor must, at no additional cost to Canada, designate a Project Sponsor responsible for steering the project, attending and participating in the monthly Project Steering Group meetings, and acting as the first point of escalation when requested by the Project Managers.
- 4.5.5 The Contractor must, at no additional cost to Canada, provide within 15 days of Contract Award, a Project Management Plan (PMP). This PMP must at a minimum include, but is not limited to:
- i. Work Breakdown Structure;
  - ii. Project Scope Management;
  - iii. Project Time Management;
  - iv. Project Cost Management;
  - v. Project Quality Management;
  - vi. Project Human Resource Management;

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- vii. Project Risk Management; and
- viii. Project Stakeholder Management.

#### **4.6 As and When Requested Services**

The Contractor may also be required to perform work on an, as and when requested basis, issued through an authorized Task Authorizations.

## **5 Professional Services Resource Categories**

- 5.1 The Project Manager must be responsible for, but is not limited to, the following tasks:
- a. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - b. Provide expert advice and recommendations on administrative and technical matters including strategy, roll out and training impacts;
  - c. Attend meetings as requested by the Project Authority; and
  - d. Provide briefings and ad hoc reports as required.
- 5.2 The Administrative Support Specialist Basic and Advanced levels must be responsible for, but are not limited to, the following tasks:
- a. Assist in the completion of security screening tasks as directed by the Technical Authority;
  - b. Generate exception reports to identify security screening applications requiring corrections or amendments;
  - c. Investigate problems with security screening applications and initiate corrective actions, as required;
  - d. Act as the first or single point of contact for technical support by accepting incoming calls and emails, logging calls and emails, attempting to resolve simple problems and following established procedures for more difficult problems; and
  - e. Provide administrative and technical support of a clerical nature as required to the project team.
- 5.3 The Administrative Support Specialist Advanced level, must be responsible for, but is not limited to, the following tasks:

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- a. The Advanced level Administrative Support Specialist, in conjunction with the Technical Authority, must develop comprehensive training materials and standard operating procedures for administrative operations and provide appropriate training, as required;
  - b. The Advanced level Administrative Support Specialist must provide supervision, oversight and mentoring to the Basic level Administrative Support Specialists.
- 5.4 The Technical Support Specialist Basic and Advanced must be responsible for, but are not limited to, the following tasks:
- a. Perform a variety of network problem analysis and monitoring tasks, monitor network management systems and respond appropriately to user requests and problems;
  - b. Perform initial problem analysis and triage problem to other appropriate Government of Canada or Contractor staff when appropriate;
  - c. Maintain liaison with network users and technical staff to communicate the status of problem resolution to network users;
  - d. Log and track requests for assistance; and
  - e. Develop, implement, and/or participate in the distribution of network related information to users to include information such as help desk procedures and network handbooks.
- 5.5 The Technical Support Specialist Advanced must be responsible for, but is not limited to the following tasks:
- a. Develop comprehensive training and standard operating procedures for help desk operations and provide appropriate training, as required; and
  - b. Provide supervision, oversight and mentoring to the Basic level Technical Support Specialists.

## 6 Security

- 6.1 In addition to the above, the Contractor must transmit the electronic fingerprint to the RCMP Departmental Security (DSB)-certified for Protected B server. The Contractor must submit and have a RCMP DSB-approved Threat and Risk Assessment (TRA) to allow for its mobile fingerprinting solution to submit securely from any urban, rural or remote location across Canada. The Contractor must provide, at the time of submission, an

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

approved certification from the RCMP. The certification must be maintained throughout the contract.

- 6.2 The Contractor must be accredited by Equifax or TransUnion's service in order to electronically and automatically submit requests to the credit agency in order to obtain an applicant's credit report. The Contractor must maintain an approved certification from either Equifax or Trans Union throughout the life of the contract that allows the contractor to resell the results to Statistics Canada as part of the solution.
- 6.3 As a prerequisite to obtaining a StatCan Authority to Operate (ATO), assessments are required on all new applications to ensure that they meet StatCan IT security requirements. These assessments involve a review of the threats implied by the use of an application as well as a vulnerability scan (this is an active test against the installed application itself where StatCan tries to find and exploit weaknesses). The assessment requires the Contractor to make any necessary changes to ensure that their application conforms to StatCan IT security standards.

## **7 Privacy**

- 7.1 All data and records including those in transit must remain in Canada and cannot be transmitted outside of Canada for any reason, and cannot be accessed from outside of Canada for any reason. This includes, but is not limited to, data entry, quality assurance procedures, implementation of Disaster Recovery and Business Continuity Plan or use of cloud technologies.
- 7.2 In all areas where documents are accessible, no devices capable of taking pictures are allowed, except as approved by Canada.
- 7.3 The Contractor must provide access to its premises on a when-requested basis, with or without prior notice, for Public Services and Procurement Canada (PSPC), Canadian Industrial Security Directorate (CISD) or any Contractor contracted by PSPC or CISD to perform security, privacy and/or quality audits and reviews.
- 7.4 The Contractor must implement a process for managing incidents including incidents involving breaches of privacy and security (Incident Breach Process). This process must be provided within 30 days of Contract Award,

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

and StatCan may request changes. The process must include, but is not limited to:

- 7.4.1 The Contractor must promptly notify the StatCan Project Manager and the Contracting Authority of any suspected breach, loss, suspected loss, theft, or unauthorized disclosure or access to information provided under this Contract, immediately, by telephone, to the StatCan Project Manager at the contact number provided in Section 12.4.1;
- 7.4.2 The Contractor must promptly notify the police if the breach involves theft or other criminal activity;
- 7.4.3 The Contractor must promptly investigate the cause of the privacy breach;
- 7.4.4 The Contractor must take immediate steps to contain or limit the privacy breach, including:
  - a) stopping the unauthorized practice; recovering the records or personal information, where possible; and
  - b) shutting down access to information systems; revoking or changing computer and other access codes or correcting weaknesses in physical and/or IT security
- 7.4.5 A written follow-up report on an event must be forwarded promptly to the StatCan Project Manager and the Contracting Authority as identified.

The following details must be provided in the report:

- a) the date and place of the incident;
- b) the circumstances surrounding the incident;
- c) a description of the information involved;
- d) the extent of known or probable compromise and the identity of unauthorized persons who had or are believed to have had access to the information;
- e) the action taken or contemplated to remedy the situation;
- f) any further details which may assist in assessing the loss or compromise;
- g) the results of any investigation conducted following the initial search and notification; and
- h) corrective measures that have or are being taken to prevent the recurrence of a security incident involving information.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

- 7.4.6 The StatCan Project Manager and the Contracting Authority must be notified if the information referred as lost or missing is subsequently found, including the circumstances under which it was found.
- 7.5 The Contractor must prepare and deliver a Disaster Recovery and Business Continuity Plan within 30 days of contract award to ensure continuity of business, that details how and when all operations will be restored. This plan must detail the requirements for the hardware, software, procedures and processes required to support the plan. This plan must be reviewed by StatCan and StatCan may request changes. This plan must be subject to StatCan approval, and implemented at the sole discretion of, and as directed by StatCan. If and/or when StatCan directs that the Disaster Recovery and Business Continuity Plan is to be implemented the Contractor must put the Disaster Recovery / Business Continuity activity in a Readiness Mode. Readiness Mode is defined as the state from which all elements of the Disaster Recovery and Business Continuity Plan can be implemented in response to a disaster. The plan must include but is not be limited to:
- a) Preventative measures to backup database including recovery downtime;
  - b) Software backup and restore/recovery process(es);
  - c) Hardware replacement process;
  - d) Connectivity process;
  - e) Contractor and any Subcontractor points of contact including duties and responsibilities;
  - f) Composition of the disaster recovery team; and
  - g) Crisis management and communication plan

## 8 Optional Goods and/or Services

If Canada exercises the 1 year Option Period, the Contractor may be required to supply the following Goods and or Services. Canada will determine at its sole discretion which of the optional Goods and/or Services will be required and at the quantities of its choosing.

- a) Lease of the Mobile Security Screening Solution for option year. If this option is exercised, the number of devices leased will be at Canada's sole discretion
- b) Purchase of Mobile Fingerprint Scanners at the firm all-inclusive prices in Annex B.

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

c) Extension of Software License lease at the firm all-inclusive prices in Annex B.

## 9 Constraints

- 9.1 To meet the time, schedule and training requirements, Contractor personnel may be required to work more than 7.5-hour days. The scheduling of the work performed by the Contractor's personnel will be the responsibility of the Contractor.
- 9.2 Privacy related constraints are detailed in Section 7 above.
- 9.3 All Contractor personnel must sign the Statistics Canada 'Oath or Solemn Affirmation of Office and Secrecy' (Appendix G to Annex A).

## 10 Language Requirements

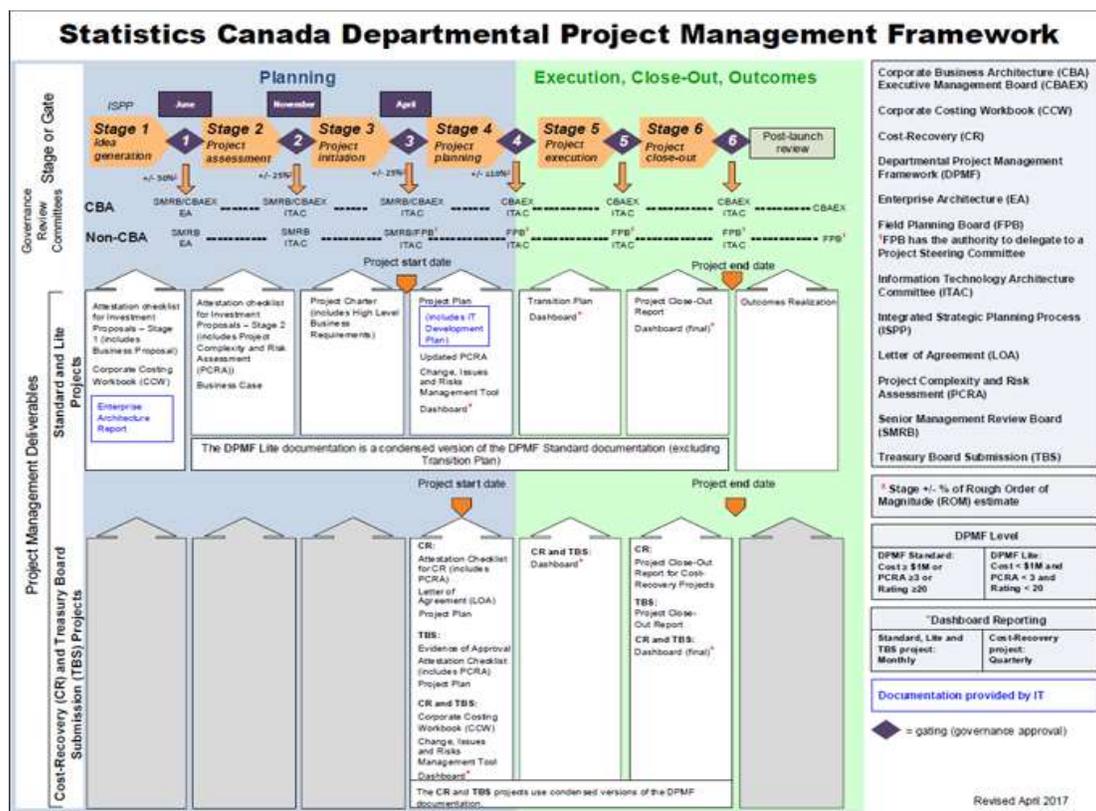
- 10.1 For the purposes of this requirement, a resource will be considered to speak either/or both official languages fluently if the resource can:
  - c. Give detailed explanations and descriptions;
  - d. Handle hypothetical questions;
  - e. Support an opinion, defend a point of view or justify an action; and
  - f. Counsel and give advice.
  - g. In the case of Task Authorizations, language requirements will be specified in the subsequent Task Authorizations.
- 10.2 Should StatCan determine that the Contractor personnel resource does not meet the language requirement, the Contractor must immediately replace the resource at no additional cost.

## 11 Location of Work

Most work will be performed at the Contractor's facilities in Canada; however, some of the work may be performed at Statistics Canada offices in Ottawa. Occasionally, services may be required at Statistics Canada regional offices located across Canada.

## 12 Governance

- 12.1 The 2021 Census adheres to the standard governance as defined by the Departmental Project Management Framework (see diagram below) and this project will form part of the governance of the Field Operations Project (FOP). In conjunction with the Departmental Security Office, the Mobile Security Screening Solution will be part of the 2021 Census program.



- 12.2 Governance and Management of the Mobile Security Screening project will be based on good communication between all those involved in the project, and effective decision making. The key personnel and regular communications channel and decision making forums for this Statement of Work are described below.
- 12.3 StatCan and the Contractor's Project Sponsors are responsible for steering the project, attending and participating in the monthly Project Steering Group

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

meetings, and acting as the first point of escalation when requested by the Project Managers.

12.4 Key Specified Personnel

12.4.1 The following Roles are key to successful completion of this project for both the StatCan and the Contractor. The people named are those acting in the roles at the start of the project. StatCan and the Contractor agree to maintain this information for the duration of the project.

StatCan		Contractor	
<b>PROJECT GOVERNANCE</b>			
Project Sponsor		Project Sponsor	
<b>PROJECT MANAGEMENT</b>			
Project Authority			
Project Manager		Project Manager	
<b>OTHER KEY PERSONNEL</b>			
Departmental Security Officer			
Task Manager			

**Project Manager Contact Details**

Party	Project Manager
Contractor	TBD Project: E: P:

Solicitation No. – N° de l'invitation  
45045-180072/B  
Client Ref. No. – N° de réf. De client  
45045-180072

Amd. No – N° de la modif.  
File No. – N° du dossier  
003xs.45045-180072

Buyer ID – Id de l'acheteur  
003XS  
CCC No./ N° CCC – FMS No/ N° VME

<b>StatCan</b>	TBD Project: E: P:
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### Meeting Requirements

Meeting Name	Meeting Description	StatCan Attendees	Contractor Attendees	Frequency
<b>Planning</b>	Detailed work planning meetings during key development phases.	Project Manager <i>Other team members as required</i>	Project Manager <i>Other team members as required</i>	As required
<b>Progress Reviews</b>	Meetings to review progress against plans, and track deliverables during all key development phases.	Project Manager <i>Other team members as required</i>	Project Manager <i>Other team members as required</i>	Weekly or as required
<b>Project Steering Group</b>	Meeting to review progress towards milestones, and when applicable confirm acceptance of milestones.	Project Authority, <i>- Other team members as required</i>	Project Sponsor <i>Other team members as required</i>	Monthly or as required

### Reporting Requirements

The Contractor must provide reports to the StatCan Project Manager as described in the following table:

Report Title	Report Description	Frequency
<b>Project Tracking tool</b>	Suitable project tracking tools provided to give visibility of project progress.	As required
<b>Monthly progress report</b>	A monthly report to Steering Group showing the following information: <ul style="list-style-type: none"> <li>Monthly progress summary</li> </ul>	Monthly

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

Report Title	Report Description	Frequency
	<ul style="list-style-type: none"> <li>• Deliverable status</li> <li>• Updated project timeline</li> <li>• Budget vs actuals update</li> <li>• Risks</li> <li>• Open issues</li> <li>• Actions Register</li> </ul> <p>StatCan will reconcile the information on these reports to enable payment of invoices.</p>	
<b>Risks, Issues, Changes, Actions and Decisions</b>	The Risks, Issues, Changes, Actions and Decisions registers will be kept up to date throughout the project. Any major movements on any of these registers will be reported in the monthly progress report.	Weekly

**Solicitation No. – N° de l'invitation**  
45045-180072/B  
**Client Ref. No. – N° de réf. De client**  
45045-180072

**Amd. No – N° de la modif.**  
  
**File No. – N° du dossier**  
003xs.45045-180072

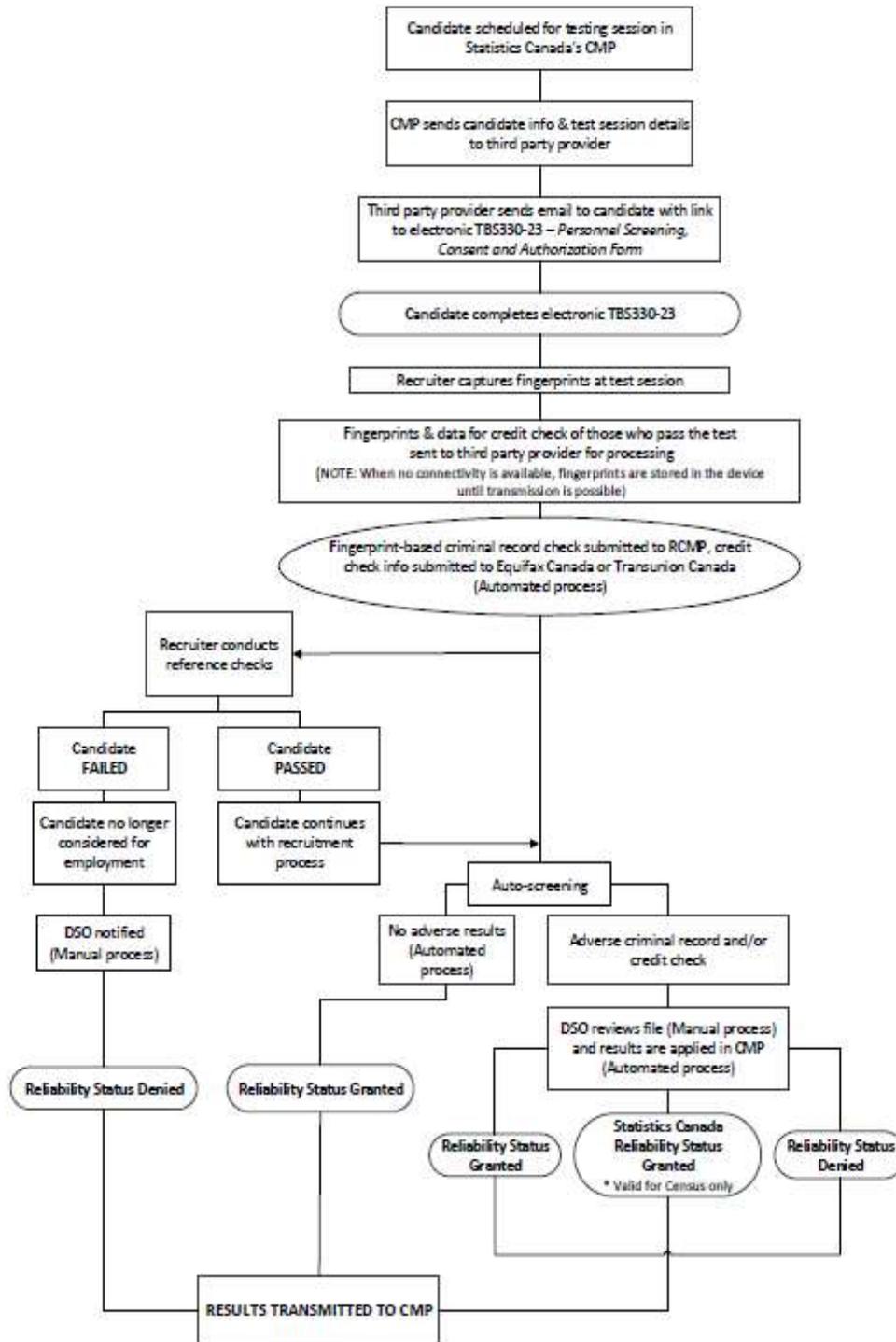
**Buyer ID – Id de l'acheteur**  
003XS  
**CCC No./ N° CCC – FMS No/ N° VME**

## Appendix A – Milestone Table

Once Statistics Canada has tested and accepted a functional system, the following Milestones and delivery dates must be met:

	<b>Milestone Description</b>	<b>Date Required</b>
1	Final Project Management Plan	15 days from contract award
2	Incident Breach Process	30 days from contract award
3	Final Disaster Recovery and Business Continuity Plans	30 days from contract award
4	Delivery of 50 RCMP certified FAP mobile fingerprint scanners	30 days from contract award
5	Delivery of a fully tested solution and licenses, delivered and installed at Statistics Canada	30 days from contract award
6	Delivery of final documentation and training materials	May 29, 2020
7	Delivery of remaining 500 RCMP certified FAP mobile fingerprint scanners	May 29, 2020
8	Final installation and testing of the RCMP vendor-certified Livescan solution on each of the approximate 550 Statistics Canada owned laptops completed.	July 29, 2020

## Appendix B - Security Screening Process for Census Statistics Act Staff



## **APPENDIX C TO ANNEX A - TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix D to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of five business days (or within any longer time period specified in the draft TA) turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply the requested security clearance information and must complete the Response Tables at Appendix E of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The completed Response Tables must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix F to Annex A, Certifications).
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
  - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the Response Table does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (vi) The Response Table must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix E to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs.45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

## Appendix D - Task Authorization (TA) Form

### Task Authorization Autorisation de Tâche

Contract Number – Numéro du contrat

Contractor's Name and Address – Nom et l'adresse de l'entrepreneur  	Task Authorization (TA) No. – No de l'autorisation de tâches (AT)  
	Title of the task, if applicable – Titre de la tâche, s'il y a lieu  
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimative de la tâche (Taxes applicable en sus)  
Security Requirement: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité N No – Non <input type="checkbox"/> Yes - Oui <input type="checkbox"/> If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

#### For Revision only – Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu  	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimative de la tâche (Taxes applicables en sus) avant la révision \$  	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$  
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**Start of the Work for a TA: Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat**

#### 1. Required Work: – Travaux requis :

A. Task Description of the Work required – Description de tâche des travaux requis	See Attached – Ci-joint <input type="checkbox"/>
B. Basis of Payment – Base de paiement	See Attached – Ci-joint <input type="checkbox"/>
C. Cost of Task – Coût de la tâche	See Attached – Ci-joint <input type="checkbox"/>

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs.45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

D. Method of Payment – Méthode de paiement

See Attached – Ci-joint

## 2. Period of Service – Période de service

From:

To:

## 3. Authorization(s) – Autorisation(s)

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name and title of authorized client – Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority – Autorité contractante de TPSGC

Signature

Date

## 4. Contractor's Signature – Signature de l'entrepreneur

Name and title of individual authorized – to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

## **APPENDIX E to ANNEX A - RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE**

### **Contents**

<b>Instructions</b> .....	2
<b>Additional Resources (Mandatory Assessment Criteria)</b> .....	3
<b>1. Administrative Support Specialist - Basic</b> .....	4
<b>2. Administrative Support Specialist - Advanced</b> .....	5
<b>3. Technical Support Specialist - Basic</b> .....	6
<b>4. Technical Support Specialist - Advanced</b> .....	7
<b>5. Instructor</b> .....	8

## Instructions

The following information and instructions relate to the submission and evaluation of the mandatory assessment criteria contained in this document.

- i. The Contractor should fully complete the Resource Assessment Criteria (i.e. tables) that follow. Résumés are not required for the proposed resources.
- ii. It should be noted that cutting and pasting wording from the requirement and/or simply citing the experience does not constitute demonstration of the requirement. The Contractor must substantiate all claims of experience by providing a description of the resource's role on the cited Customer Reference Project including context or other pertinent information which validates the candidate's experience (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.). If the Contractor's response does not fully demonstrate that the requirement is met by the cited, then the experience will not be considered.
- iii. Where the criteria specifies experience within a specific timeframe (e.g. within ten years) it is the period of time preceding the issuance date of the specific Task Authorization.
- iv. For any Customer Reference Project provided in response to the Resource Assessment Criteria to be considered, the proposed named resource must have worked on the Customer Reference Project for the minimum duration stipulated (i.e. Basic = 1 year, Advanced = 3 years). For longer Customer Reference Projects, the Customer Reference Project time in months may be divided as applicable and rounded down. For example, a 25 month Customer Reference Project for a Basic level resource is equal to two Customer Reference Projects. No partial values will be given. The Contractor must clearly indicate where a single Customer Reference Project is used to demonstrate multiple Customer Reference Projects of experience in response to the evaluation criteria.
- v. The Contractor is requested to include complete customer contact information for each Customer Reference Project (used to demonstrate experience) including name, title, and telephone number or e-mail address. Canada reserves the right to request customer contact information for the purposes of verification.
- vi. If more than the requested number of Customer Reference Projects are provided (e.g. maximum 3 Customer Reference Projects), Canada will only evaluate the maximum number stipulated in the order in which they are set out in the Contractor's response.
- vii. Canada reserves the right to verify any information provided in the Contractor's response to the Resource Assessment Criteria; the applicable customer reference will be asked to verify the information provided.

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

### **Additional Resources (Mandatory Assessment Criteria)**

To facilitate resource assessment, the Contractor must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

## 1. Administrative Support Specialist - Basic

Resource Assessment Criteria		
<b>Resource Category</b>	2. Administrative Support Specialist - Basic	
<b>Name of Proposed Resource:</b>	<insert name>	
The Contractor must demonstrate that the proposed resource meets the mandatory requirements:		
Criteria	Mandatory Requirement	Contractor's Response
M-1	<p>The proposed resource must have a minimum of one year of demonstrated experience providing administrative support within an office environment.</p> <p>The required experience can be demonstrated over one or two Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months within the three years preceding the issuance date of this RFP.</p>	
M-2	<p>The proposed resource must have a minimum of one year of demonstrated experience in the use of Microsoft Office software.</p> <p>The required experience can be demonstrated over one or two Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months within the three years preceding the issuance date of this RFP.</p>	
M-3	<p>The proposed resource must have a minimum of one year of demonstrated experience using enterprise level software tools to generate routine and ad hoc reports.</p> <p>The required experience can be demonstrated over one or two Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months within the three years preceding the issuance date of this RFP.</p>	

Solicitation No. - N° de l'invitation  
 45045-180072/B  
 Client Ref. No. - N° de réf. du client  
 45045-180072

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 003xs45045-180072

Buyer ID - Id de l'acheteur  
 003xs  
 CCC No./N° CCC - FMS No./N° VME

**2. Administrative Support Specialist - Advanced**

<b>Resource Assessment Criteria</b>		
<b>Resource Category</b>	3. Administrative Support Specialist - Advanced	
<b>Name of Proposed Resource:</b>	<insert name>	
The Contractor must demonstrate that the proposed resource meets the mandatory requirements:		
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Contractor's Response</b>
M-1	<p>The proposed resource must have a minimum of 3 years of demonstrated experience providing administrative support within an office environment.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of six months within the five years preceding the issuance date of this RFP.</p>	
M-2	<p>The proposed resource must have a minimum of 2 years of demonstrated experience providing supervision and oversight of subordinates</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of six months within the three years preceding the issuance date of this RFP.</p>	
M-3	<p>The proposed resource must have a minimum of 3 years of demonstrated experience using enterprise level software tools to generate routine and ad hoc reports.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of six months within the five years preceding the issuance date of this RFP.</p>	

Solicitation No. - N° de l'invitation  
 45045-180072/B  
 Client Ref. No. - N° de réf. du client  
 45045-180072

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 003xs45045-180072

Buyer ID - Id de l'acheteur  
 003xs  
 CCC No./N° CCC - FMS No./N° VME

### 3. Technical Support Specialist - Basic

Resource Assessment Criteria		
<b>Resource Category</b>	4. Technical Support Specialist - Basic	
<b>Name of Proposed Resource:</b>	<insert name>	
The Contractor must demonstrate that the proposed resource meets the mandatory requirements:		
Criteria	Mandatory Requirement	Contractor's Response
M-1	<p>The proposed resource must have a minimum of one year of demonstrated experience providing technical support and troubleshooting services for computer equipment and applications.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months, within the three years preceding the issuance date of this RFP, and have a diploma, certificate or degree from a school recognized in Canada in an IT related field.</p>	
M-2	<p>The proposed resource must have a minimum of one year of demonstrated experience in the use of networking management tools.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months within the three years preceding the issuance date of this RFP.</p>	
M-3	<p>The proposed resource must have a minimum of one year of demonstrated experience using enterprise level software tools to generate routine and ad hoc reports.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months within the three years preceding the issuance date of this RFP.</p>	

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

#### 4. Technical Support Specialist - Advanced

Resource Assessment Criteria		
<b>Resource Category</b>	5. Technical Support Specialist - Advanced	
<b>Name of Proposed Resource:</b>	<insert name>	
The Contractor must demonstrate that the proposed resource meets the mandatory requirements:		
Criteria	Mandatory Requirement	Contractor's Response
M-1	<p>The proposed resource must have a minimum of 3 years of demonstrated experience providing technical support and troubleshooting services for computer equipment and applications including 1 year working with biometrics solutions.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of six months within the five years preceding the issuance date of this RFP, and have a certificate, diploma or degree from a school recognized in Canada in an IT related field.</p>	
M-2	<p>The proposed resource must have a minimum of 3 years of demonstrated experience providing supervision and oversight of subordinates.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months within the five years preceding the issuance date of this RFP.</p>	
M-3	<p>The proposed resource must have a minimum of 3 years of demonstrated experience using enterprise level software tools to generate routine and ad hoc reports.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of four months within the five years preceding the issuance date of this RFP.</p>	
M-4	<p>The proposed resource must have completed a minimum of two projects where the proposed resource was responsible for the development of training materials and standard operating procedures for technical support operations.</p> <p>To be considered, the resource must have worked on each Customer Reference Project for a minimum duration of six months within the three years preceding the issuance date of this RFP.</p>	

Solicitation No. - N° de l'invitation  
 45045-180072/B  
 Client Ref. No. - N° de réf. du client  
 45045-180072

Amd. No. - N° de la modif.  
  
 File No. - N° du dossier  
 003xs45045-180072

Buyer ID - Id de l'acheteur  
 003xs  
 CCC No./N° CCC - FMS No./N° VME

**5. Instructor**

<b>Resource Assessment Criteria</b>		
<b>Resource Category</b>	6. Instructor	
<b>Name of Proposed Resource:</b>	<insert name>	
The Contractor must demonstrate that the proposed resource meets the mandatory requirements:		
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Contractor's Response</b>
M-1	<p>The proposed resource must have a minimum of 6 months experience collaborating with clients on the development of a training plan and written materials that were used by the clients to train their employees.</p> <p>The required experience can be demonstrated over one or more Customer Reference Projects within the two years preceding the issuance date of this RFP.</p>	
M-2	<p>The proposed resource must be fluent in French and English. The Instructor(s) proposed must be able to communicate orally and in writing fluently in English and French as defined in Section 10.1 of Annex A.</p>	

Solicitation No. - N° de l'invitation  
QA001-175431/A  
Client Ref. No. - N° de réf. du client  
20175431

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xsQA001-175431

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

## **APPENDIX F TO ANNEX A - CERTIFICATIONS AT THE TA STAGE**

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

### 1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in its response and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

### 2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

### 3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation  
QA001-175431/A  
Client Ref. No. - N° de réf. du client  
20175431

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xsQA001-175431

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

4. CERTIFICATION OF LANGUAGE - [Unilingual English, Bilingual or Unilingual French]

Note, each TA will identify the language Certification requirements (Option 1, 2 or 3 as indicated below) for each associated TA resource, as applicable.

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

Option 1 - Unilingual English - fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Option 2 - Bilingual fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

Option 3 - Unilingual French fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**The *Statistics Act***

**Oath or Solemn Affirmation of Office and Secrecy**

For employees and deemed employees

**1. Purpose**

The purpose of this preamble is to clarify the implications of the secrecy provisions and consequences of violating your oath or affirmation of the *Statistics Act*. The *Statistics Act* requires **all employees and deemed employees** of Statistics Canada to take an oath or solemn affirmation of office and secrecy. The *Statistics Act* gives Statistics Canada the authority to collect information by contacting respondents directly and by accessing administrative records held by other departments, at the federal and provincial level, or by municipal governments, businesses, corporations and organizations.

**2. Obligation to protect confidentiality**

To balance Statistics Canada's extensive powers to collect and access information, the *Statistics Act* establishes the rigorous legal obligation for the Agency to keep the confidential information obtained in trust. The *Statistics Act* makes a formal commitment to respondents and data providers that the information they provide will never be released to anyone in a form that is identifiable, without their authorization.

**3. The principle of confidentiality**

The general principle of confidentiality is described in subsection 17(1) of the *Statistics Act*: no person other than an employee or deemed employee of Statistics Canada who has sworn or affirmed the following oath can examine identifiable information collected under the authority of the *Statistics Act*. Furthermore, such information may not be disclosed in a form that may identify an individual person, business or organization.

**4. Penalties**

As noted in the *Statistics Act*, violations of the confidentiality provisions are a criminal offence. After taking the *Statistics Act* Oath or Solemn Affirmation of Office and Secrecy, all persons who seek to obtain information they are not authorized to have, who desert from their duties or make false statements or returns in the performance of their duties, or who disclose identifiable statistical information are liable to fines of up to \$1,000 or to a prison term of up to six months, or to both. Additionally, the *Statistics Act* also provides for more severe penalties for employees and deemed employees who, after taking the oath of office, unlawfully disclose information which might influence the value of any security or other asset, or who use such information for the purpose of speculation. Penalties in these circumstances can be fines ranging up to \$5,000 or prison terms of up to five years, or both.

**The *Statistics Act* Oath or Solemn Affirmation of Office and Secrecy**

The *Statistics Act* Oath or Solemn Affirmation of Office and Secrecy is a requirement of the *Statistics Act*. It reflects and supports the confidentiality provisions of the *Statistics Act*. Persons swearing/affirming this oath promise to fulfill their duties by agreeing to respect the confidentiality requirements of the *Statistics Act*. Of key importance is the promise to never disclose identifiable information about any individual person, business or organization that they became aware of while undertaking their duties as employees or deemed employees of Statistics Canada. The oath lasts a lifetime, so even after leaving the employment of Statistics Canada, persons must still adhere to the oath and protect the confidentiality of any statistical information to which they had access.

I, (name) do solemnly swear (or affirm) that I will faithfully and honestly fulfill my duties as an employee of \_\_\_\_\_ in conformity with the requirements of the *Statistics Act*, and of all rules and instructions thereunder, and that I will not without due authority on that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment.

Please print legibly and sign in the signature block

--	--	--

Name of employee

Employee type—Indicate PSEA\*, interviewer, deemed employee or contractor

Signature of employee

\*PSEA includes indeterminate, term, student, casual and part-time workers

Administrator of oaths and affirmations pursuant to the *Statistics Act*

Affirmed or sworn before me at place and date below

--	--	--

City

Province/Territory

Date (YYYY-MM-DD)

--	--	--

Name

Title

Signature

## Annex B - Basis of Payment

### 1.0 GENERAL

- 1.1 This Annex B describes the framework and fee structure that Canada will use to establish payments to the Contractor for Work performed pursuant to the Contract. The framework and fee structure will be in place for the duration of the Contract including any applicable Option Periods.
- 1.2 All services and deliverables are F.O.B. Destination, and Canadian Customs Duty and Excise Taxes included, if applicable.
- 1.3 The Contractor's detailed cost breakdowns provided with its Financial Bid for all proposed pricing form part of the Contract and will be used as required to support any subsequent Contract amendment or Task Authorization (TA).

### 2.0 MONTHLY LEASE PAYMENTS FOR COMPLETE MOBILE SECURITY SCREENING SOLUTION

The Contractor will be paid monthly the firm all-inclusive unit prices, Goods and Services Tax (GST), Quebec Sales Tax (QST) or Harmonized Sales Tax (HST) extra, as applicable. All-inclusive Monthly Lease Payment includes any equipment, software lease and materials, described in the contract that are interconnected with or that otherwise interoperate to deliver the complete Mobile Security Screening Solution under the contract.

Firm all-inclusive Monthly Lease Payment – Initial Contract Period	Firm all-inclusive Monthly Lease Payment – 1 Year Option Period Per Unit
\$	\$

### 3.0 OPTIONAL PURCHASE OF MOBILE FINGERPRINT SCANNERS

The Contractor will be paid the firm all-inclusive unit prices, Goods and Services Tax (GST), Quebec Sales Tax (QST) or Harmonized Sales Tax (HST) extra. All-inclusive unit cost includes any equipment, software and materials, described in the contract that are interconnected with or that otherwise interoperate with the hardware delivered under the contract.

Mobile Security Screening Solution Volume	Firm All-inclusive Per unit Price
0-10 Units	\$
11-30 Units	\$
31-50 Units	\$
51-100 Units	\$
101-550 Units	\$

Solicitation No. – N° de l'invitation  
45045-180072/A  
Client Ref. No. – N° de réf. du client  
45045-180072

Amd. No. – N° de la modif.  
File No. – N° du dossier  
003xs.45045-180072

Buyer ID – Id de l'acheteur  
003xs  
CCC No./N° CCC – FMS No./N° VME

#### 4.0 OPTIONAL FIRM FIXED ALL-INCLUSIVE MONTHLY UNIT PRICE FOR SOFTWARE LICENCE LEASE

The Contractor will be paid the all-inclusive monthly unit prices, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra. All-inclusive Monthly Lease Payment includes delivery, installation, integration and configuration of the Licensed Software and the Software Documentation, in accordance with the Contract. The firm prices include the warranty during the Software Warranty Period and maintenance and support during the Software Support Period (including for any additional licenses purchased during the Contract Period).

Estimated Number of Devices	Firm All-Inclusive Price for Software Lease Per year Per Device – for 2 year Initial Contract Period	Firm All-Inclusive Price for Software Lease Per year Per Device – for 1 year Option Period
550	\$	\$

#### 5.0 COMPLETED SECURITY SCREENING TRANSACTION COST

The Contractor will be paid monthly the firm all-inclusive unit prices, Goods and Services Tax (GST), Quebec Sales Tax (QST) or Harmonized Sales Tax (HST) extra, as applicable. Completed Security Screening Transaction includes Transmission to RCMP, Auto-screening Workflow: RCMP CRC/email processing and Credit Check processing (Including Credit Provider Fee).

Completed Security Screening Transactions	Firm All-inclusive Per Transaction Price
	\$

#### 6.0 PROFESSIONAL SERVICES

##### 6.1 Fixed Per Diem Professional Services Rates

The following firm, all-inclusive, per diem labour rates, including overhead and profit based on a 7.5 hour day, will be used to calculate the labour costs for any TA. The qualifications for the personnel shall be in accordance with Annex A of the SOW.

Professional Service Category	Initial Contract Period – 30 Months	Option Year
Administrative Support Specialist - Basic	\$	\$
Administrative Support Specialist - Advanced	\$	\$
Technical Support Specialist - Basic	\$	\$
Technical Support Specialist - Advanced	\$	\$
Instructor	\$	\$

##### 6.2 Additional Fixed Per Diem Labour Rates

Fixed per diem rates for Professional Services Categories not identified above and which are required

Solicitation No. – N° de l'invitation  
45045-180072/A  
Client Ref. No. – N° de réf. du client  
45045-180072

Amd. No. – N° de la modif.  
File No. – N° du dossier  
003xs.45045-180072

Buyer ID – Id de l'acheteur  
003xs  
CCC No./N° CCC – FMS No./N° VME

for "as and when requested" Work to be performed in accordance with Article 7.1 of the Contract, Task Authorizations, will be negotiated as and when required by the Contracting Authority. Per diem rates shall be fair and reasonable and the Contractor must demonstrate they are not in excess of the best price for similar type quality and quantity of work. Canada reserves the right to apply Contract Cost Principles 1031-2 and the PWGSC departmental Profit Policy in effect at the time. The rates will only apply to the TA for which they were negotiated unless incorporated into the Contract through a formal Contract amendment issued by the Contracting Authority.

### 6.3 Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall 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 shall be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{Fixed Per Diem Labour Rate}$$

## 7 TRAVEL AND LIVING EXPENSES – TASK AUTHORIZATIONS – COST REIMBURSABLE

7.1 The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

7.2 Travel and living expenses associated with the provision of any work required under a TA are included in the above stated fixed per diem labour rates if the work location is within 50 km of the personnel's primary place of business. Otherwise, travel and related living expenses are extra and will be paid in accordance with Article 7.1 above.

7.3 Canada will not accept any travel and living expenses incurred by the Contractor, except where indicated otherwise in the Contract.

## 8.0 OTHER DIRECT COSTS

Other direct costs, approved by the Project Authority, reasonably and properly incurred as part of Work carried out under a TA, shall be reimbursed at actual cost with no allowance thereon for profit or overhead, provided that the amount has been deemed appropriate and fair and reasonable by Canada and preauthorized, as part of the TA. All costs must be supported by receipts and/or documentation.

## 9.0 GOODS AND SERVICES TAX / HARMONIZED SALES TAX

9.1 All prices and amounts of money in the Contract are exclusive of GST or HST, as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

9.2 The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to the Canada Revenue Agency any amounts of GST and HST paid or due.

Solicitation No. – N° de l'invitation  
45045-180072/A  
Client Ref. No. – N° de réf. du client  
45045-180072

Amd. No. – N° de la modif.  
File No. – N° du dossier  
003xs.45045-180072

Buyer ID – Id de l'acheteur  
003xs  
CCC No./N° CCC – FMS No./N° VME

## **10.0 TIME VERIFICATION**

This article applies only to TAs utilizing the labour categories under Article 6.1 above.

- 10.1 Time charged and the accuracy of the Contractor's time recording system may be verified by Canada's representatives before or after payment is made to the Contractor under the terms and conditions of the Contract. If verification is done after payment, the Contractor agrees to repay any overpayment immediately upon demand by Canada.
- 10.2 Canada shall have the right to holdback, drawback, deduct and set off from and against the amounts of any moneys owing at any time by Canada to the Contractor, any credits owing and unpaid under this article. Should Canada elect not to exercise the foregoing right at any given time, this shall not be deemed a waiver of this right nor shall it affect the right(s) described above.

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

Amd. No. - N° de la modif.  
File No. - N° du dossier  
003xs.45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX C - SECURITY REQUIREMENTS CHECKLIST**



Contract Number / Numéro du contrat 45045-180072
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Statistics Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>Census Operations</b>
---	--

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  
Mobile Security Screening

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / 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?  No / Non  Yes / 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)  No / Non  Yes / 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.  No / Non  Yes / 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?  No / Non  Yes / 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"/>	No release restrictions / Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat 45045-180072
Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / 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 :  No / Non  Yes / Oui  
Document Number / Numéro du document :

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat 45045-180072
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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).

Solicitation No. – N° de l'invitation  
45045-180072/B

Amd. No – N° de la modif.

Buyer ID – Id de l'acheteur  
003xs

Client Ref. No. – N° de réf. De client  
45045-180072

File No. – N° du dossier  
003xs.45045-180072

CCC No./ N° CCC – FMS No/ N° VME

## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

## ATTACHMENT 4.1 to Part 4 - TECHNICAL EVALUATION CRITERIA

### Contents

<b>ATTACHMENT 4.1 to Part 4 - TECHNICAL EVALUATION CRITERIA</b> .....	<b>1</b>
<b>1. Definitions</b> .....	<b>2</b>
<b>2. Mandatory Evaluation Criteria - Corporate Qualifications</b> .....	<b>2</b>
<b>M-1 Corporate Experience, Livescan Fingerprint and Credit Check Solution Implementation</b> ...	<b>2</b>
<b>4. Mandatory Evaluation Criteria – Proposed Approach</b> .....	<b>5</b>
<b>M-4 High-level Overview of Bidders Proposed Approach, Project Management Plan</b> .....	<b>5</b>
<b>5. Mandatory Evaluation Criteria – Privacy</b> .....	<b>5</b>
<b>M-5 High-level Overview of Bidders Incident Breach Process</b> .....	<b>5</b>
<b>6. Mandatory Evaluation Criteria – Disaster Recovery and Business Continuity</b> .....	<b>6</b>
<b>M-6 High-level Overview of Bidders Disaster Recovery and Business Continuity Plan</b> .....	<b>6</b>
<b>7. Mandatory Evaluation Criteria – Professional Resources</b> .....	<b>6</b>
<b>M-7 Contractor Project Manager</b> .....	<b>6</b>
<b>8. Point-Rated Evaluation Criteria – Corporate Qualifications</b> .....	<b>9</b>
<b>R-1 Customer Reference Contracts</b> .....	<b>10</b>
<b>R-2 Livescan Fingerprint Scanner</b> .....	<b>11</b>
<b>9. Point-Rated Evaluation Criteria – Proposed Approach</b> .....	<b>12</b>
<b>R-3 High-level Overview of Bidder’s Proposed Approach, Project Management Plan</b> .....	<b>12</b>
<b>10. Point-Rated Evaluation Criteria – Proposed Incident Breach Process</b> .....	<b>17</b>
<b>R-4 High-level Overview of Bidder’s Proposed Incident Breach Process</b> .....	<b>17</b>
<b>11. Point-Rated Evaluation Criteria – Proposed Disaster Recovery and Business Continuity Plan</b> .....	<b>18</b>
<b>R-5 High-level Overview of Bidder’s Proposed Disaster Recovery and Business Continuity Plan</b>	<b>18</b>
<b>12. Point-Rated Evaluation Criteria – Proposed Resource</b> .....	<b>20</b>
<b>R-6 Contractor Project Manager</b>	<b>20</b>

The Bidder must include in its Bid a response to each of the mandatory and point-rated technical evaluation criteria that follows.

**1. Definitions**

The following definitions apply to the evaluation criteria which follows:

Term	Definition
Customer Reference Contract	describes a contract that the Bidder held to deliver services to a customer and is used to demonstrate the Bidder's experience
Customer Reference Project	describes a customer project that the proposed resource worked on and is used to demonstrate the resource's experience

**2. Mandatory Evaluation Criteria - Corporate Qualifications**

**M-1 Corporate Experience, Livescan Fingerprint and Credit Check Solution Implementation**

The Bidder must provide two Customer Reference Contracts where the Bidder successfully implemented biometric security screening solutions.

To be responsive, the Customer Reference Contracts provided **must**:

- i) Have been completed within three years preceding the issuance date of this RFP, or if still ongoing the Customer Reference Contract must have been in place for a minimum of six months preceding the issuance date of this RFP;
- ii) At least one of the two Customer Reference Contracts must have billed a minimum of \$300,000.00 (Canadian, including taxes) under the Customer Reference Contract as of the issuance date of this RFP; and
- iii) The work delivered by the Bidder in at least one of the Customer Reference Contracts, as of the issuance date of this RFP, must have included the following:
  - a. An RCMP accredited Direct Connect enabling submission to their Direct Connect Hub;
  - b. Electronic submission of requests to either Equifax or TransUnion using a System to System interface to obtain the Credit file for the applicant without requiring any re-keying of applicant information into a credit provider's portal;
  - c. The use of data encryption throughout the process, to protect confidentiality of the information; and
  - d. Training of the client's personnel on all aspects of the system.

**Notes:**

- 1) When responding to #M-1, the Bidder should fully complete the table below for each of the two Customer Reference Contracts.
- 2) The Bidder is requested to include complete Customer Reference Contract information as indicated in the table. Canada reserves the right to request Customer Reference Contract contact information, at any time during the evaluation process, for the purposes of verification in accordance with the process set out under section 4.2 (c) of PART 4 of this RFP.
- 3) If more than the requested number of Customer Reference Contracts is provided, Canada will only evaluate the first two in the order in which they are set out in the Bid.

<b>M-1 Corporate Experience Livescan Fingerprint and Credit Check Solution Implementation</b>			
<b>Item #</b>	<b>Mandatory Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of technical compliance</b>	<b>Reference to applicable additional supporting documentation within the Bidder's Bid</b>
<b>1.0</b>	<b>Customer Reference Contract Client Particulars</b>		
a)	Organization Name		
b)	Address		
c)	Customer Contact (for Reference Checking purposes) <ul style="list-style-type: none"> <li>• Name and Title</li> <li>• Telephone Number and/or E-mail Address</li> </ul>		
<b>2.0</b>	<b>Customer Reference Contract Description</b>		
a)	Customer Reference Contract start and completion date (month/year)		
b)	Total billed amount (\$ Canadian, including taxes) as of the issuance date of this RFP		
c)	Provide an overview of the Customer Reference Contract that demonstrates the Bidder successfully implemented a biometric Security screening solution and that the work delivered by the Bidder, as of the issuance date of this RFP, includes the following: <ul style="list-style-type: none"> <li>i. An RCMP accredited Direct Connect enabling submission to their Direct Connect Hub;</li> <li>ii. Electronic submission of requests to either Equifax or TransUnion using a System to System interface to obtain the Credit file for the applicant without requiring any re-keying of applicant information into a credit provider's portal;</li> <li>iii. The use of data encryption throughout the process, to protect confidentiality of the information; and</li> <li>iv. Training of the client's personnel on all aspects of the system.</li> </ul>		

**M-2 Certifications**

- M-2.1 The Bidder must provide proof from the RCMP that their proposed Livescan system including their proposed Fingerprint Acquisition Profile (FAP) mobile device is vendor certified to the most current version of the RCMP 1.7.8. ICD. This proof must be provided and be in effect at time of bid closing.
- M-2.2 The Bidder must provide proof from the RCMP Departmental Security Branch (DSB) via an approved Threat and Risk Assessment that they are authorized to submit fingerprints electronically from urban, rural and remote locations in Canada. This proof must be provided and be in effect at time of bid closing.
- M-2.3 The Bidder must provide proof of accreditation from the RCMP that their proposed Livescan system has a RCMP-accredited direct connect. This proof must be provided and be in effect at time of bid closing.
- M-2.4 The Bidder must demonstrate that they are accredited by Equifax or TransUnion to electronically and automatically submit requests to the credit agency in order to obtain an applicant’s credit report. The Contractor must demonstrate they are permitted by either Equifax or TransUnion to resell the results to clients. This proof must be provided and be in effect at time of bid closing.

**3. Mandatory Evaluation Criteria – Hardware**

**M-3 Livescan Fingerprint Scanner**

Item #	Mandatory Requirement	Evaluation Criteria
<b>M-3.1</b>	The Bidder’s proposed Mobile Fingerprint Scanner must be listed on the FBI Certified Products List under the category of FAP 50 or FAP 60.	The Bidder must demonstrate that its proposed mobile fingerprint scanner is listed on FBI Certified Products list under category of FAP 50 or FAP 60.
<b>M-3.2</b>	The Bidder’s proposed fingerprint scanner’s dimensions must be mobile.	The Bidder must demonstrate that its proposed mobile fingerprint scanner dimensions are less than: <ul style="list-style-type: none"> <li>• L &lt; 6" X W &lt; 5" X D &lt; 4".</li> </ul>
<b>M-3.3</b>	The Bidder’s proposed fingerprint scanner’s weight must be mobile.	The Bidder must demonstrate that its proposed mobile fingerprint scanner’s weight is less than: <ul style="list-style-type: none"> <li>• 2 lbs</li> </ul>
<b>M-3.4</b>	The Bidder’s proposed mobile fingerprint scanner must be resistant to heat, humidity, sunlight and extreme cold	The Bidder must demonstrate, via certification, that its proposed mobile fingerprint

Item #	Mandatory Requirement	Evaluation Criteria
	typically encountered in Canada's weather profiles.	scanner operates in temperatures between: <ul style="list-style-type: none"> <li>• -10 C and +50 C</li> </ul>
<b>M-3.5</b>	The Bidder's proposed mobile fingerprint scanner must resist latent prints, meaning the surface does not need to be cleaned between image captures.	The Bidder must demonstrate that its proposed mobile fingerprint scanner is resistant to latent prints.

#### 4. Mandatory Evaluation Criteria – Proposed Approach

##### M-4 High-level Overview of Bidders Proposed Approach, Project Management Plan

The Bidder must provide:

- a) a high-level overview of its proposed approach, and
- b) an associated high-level Project Management Plan (as set out in SOW section 4.5.4),

to deliver the Contractor's Requirement as summarized in SOW section 4.

**Note:** Refer to point-rated criteria #R-3 for additional point-rated evaluation criteria associated with this requirement #M-4.

#### 5. Mandatory Evaluation Criteria – Privacy

##### M-5 High-level Overview of Bidders Incident Breach Process

The Bidder must provide:

- a) a high-level overview of its privacy approach, and
- b) an associated high-level Incident Breach Process (as set out in SOW section 7.4).

to deliver the Contractor's Requirement as summarized in SOW section 7.

**Note:** Refer to point-rated criteria #R-4 for additional point-rated evaluation criteria associated with this requirement #M-5.

## 6. Mandatory Evaluation Criteria – Disaster Recovery and Business Continuity

### M-6 High-level Overview of Bidders Disaster Recovery and Business Continuity Plan

The Bidder must provide:

a) an associated high-level Disaster Recovery and Business Continuity Plan (as set out in SOW section 7.5).

to deliver the Contractor's Requirement as summarized in SOW section 7.

**Note:** Refer to point-rated criteria #R-5 for additional point-rated evaluation criteria associated with this requirement #M-6.

## 7. Mandatory Evaluation Criteria – Professional Resources

### M-7 Contractor Project Manager

Using the Professional Resource Category for Project Manager (PM) set out under Section 5 of the SOW, the Bidder must propose a dedicated Contractor Project Manager to deliver the Contract Management Work described in Annex A for the initial 2 year period of the Contract.

a) The Bidder must provide two Customer Reference Projects which demonstrate that the proposed Project Manager meets the mandatory requirements as stipulated in M-7.1 of Table M-7 Proposed Contractor Project Manager below.

To be compliant with M-7.1, the Customer Reference Projects provided **must** demonstrate that:

- i) At least one of the two Customer Reference Projects must have had a minimum budget of \$300,000.00 (Canadian including taxes);
- ii) Each Customer Reference Project must have been under the direct management of the proposed Contractor Project Manager resource; and
- iii) The proposed Contractor Project Manager resource must have provided the project management services to the Customer Reference Project for a minimum duration of six months within the three years preceding the issuance date of this RFP.

If more than the requested number of Customer Reference Projects is provided for M-7.1, Canada will only evaluate the first two in the order in which they are set out in the Bid.

b) In addition, the Bidder must provide Customer Reference Projects which demonstrate that the proposed Project Manager meets the mandatory requirements as stipulated in M-7.2 to M-7.5 of Table M-7 Proposed Contractor Project Manager below. Bidders can use the same Customer Reference Projects provided in their response to M-7.1 or may provide up to two additional Customer Reference Projects for each of M-7.2, M-7.3, M7-4 and M-7.5. The Customer Reference Projects **must** demonstrate that:

- i) For M-7.2, the proposed Project Manager must have a minimum of 3 years of demonstrated experience in the planning, roll out and implementation of national scale projects within the five years preceding the issuance date of this RFP;
- ii) For M-7.3, the proposed Project Manager must have completed a minimum of two projects involving the use of biometrics as part of a security solution within the five years preceding the issuance date of this RFP;

- iii) For M-7.4, the proposed Project Manager must have completed a minimum of two projects where the proposed resource was responsible for the successful project delivery having met previously agreed time, cost and performance parameters within the five years preceding the issuance date of this RFP; and
- iv) For M-7.5, the proposed Project Manager must have completed a minimum of one project involving automated work flows to support high volume operations within the five years preceding the issuance date of this RFP.

If more than the requested number of Customer Reference Projects is provided for any of M-7.2, M-7.3, M-7.4 and M-7.5, Canada will only evaluate the first two in the order in which they are set out in the Bid.

When responding to M-7, the Bidder should:

- i. Provide a brief description of the role that the PM will provide;
- ii. Fully complete the table below for proposed Contractor Project Manager for each Customer Reference Project. (Note: The Contractor PM will be further evaluated in #R-6 below);
- iii. Include complete Customer Reference Project information as indicated in the table. Canada reserves the right to request Customer Reference Project contact information, at any time during the evaluation process, for the purposes of verification in accordance with the process set out under section 4.2 c) of PART 4 of this RFP

<b>M-7 Proposed Contractor Project Manager</b>		Bidder to insert name of proposed Resource	
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of Technical compliance</b>	<b>Reference to applicable additional supporting documentation within the Bidder's Bid.</b>
<b>M-7.1</b>	<p>The Bidder must provide two Customer Reference Projects which demonstrate that the proposed Contractor PM resource provided project management services on a Biometric identification project.</p> <p>For the Customer Reference Projects to be considered:</p> <ul style="list-style-type: none"> <li>i. One of the Customer Reference Projects must have had a minimum budget of \$300,000.00 (Canadian including taxes);</li> <li>ii. Each Customer Reference Project must have been under the direct management of the proposed Contractor Project Manager resource; and</li> <li>iii. The proposed Contractor Project Manager resource must have provided the project</li> </ul>		

<b>M-7 Proposed Contractor Project Manager</b>		Bidder to insert name of proposed Resource	
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of Technical compliance</b>	<b>Reference to applicable additional supporting documentation within the Bidder's Bid.</b>
	management services to the Customer Reference Project for a minimum duration of six months within the three years preceding the issuance date of this RFP.		
<b>M-7.2</b>	<p>The proposed Project Manager must have a minimum of 3 years of demonstrated experience in the planning, roll out and implementation of large scale projects* with multiple locations, within the five years preceding the issuance date of this RFP.</p> <p>The required experience can be demonstrated over one or two Customer Reference Projects. To be considered, the resource must have worked on each project for a minimum duration of six months.</p> <p>*large scale project is defined as a project with a value of \$300,000.00 or more.</p>		
<b>M-7.3</b>	<p>The proposed Project Manager must have completed a minimum of two projects involving the use of biometrics as part of a security solution within the five years preceding the issuance date of this RFP.</p> <p>To be considered, the resource must have worked on each Customer Reference Project for a minimum duration of six months.</p>		
<b>M-7.4</b>	The proposed Project Manager must have completed a minimum of two projects where the proposed resource was responsible for the successful project delivery having met previously agreed time, cost and performance parameters within the five years preceding the issuance date of this RFP.		

<b>M-7 Proposed Contractor Project Manager</b>		Bidder to insert name of proposed Resource	
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Bidder's Response</b>	
		<b>Substantiation of Technical compliance</b>	<b>Reference to applicable additional supporting documentation within the Bidder's Bid.</b>
	To be considered, the resource must have worked on each Customer Reference Project for a minimum duration of six months.		
<b>M-7.5</b>	<p>The proposed Project Manager must have completed a minimum of one project involving automated work flows to support high volume operations. within the five years preceding the issuance date of this RFP</p> <p>To be considered, the resource must have worked on the Customer Reference Project for a minimum duration of four months.</p>		

**8. Point-Rated Evaluation Criteria**

<b>Technical Evaluation Criteria</b>	<b>Maximum Points</b>	<b>Minimum Pass Mark</b>
<b>R-1 Customer Reference Contracts</b>	90	
<b>R-2 Livescan Fingerprint Scanner</b>	120	
<b>R-3 High Level Overview of Bidder's Proposed Approach, Project Management Plan</b>	240	
<b>R-4 High Level Overview of Bidder's Incident Breach Process</b>	120	
<b>R-5 High Level Overview of Bidder's Disaster Recovery and Business Continuity Plan</b>	120	
<b>R-6 Contractor Project Manager</b>	100	
<b>Total Points</b>	<b>790</b>	<b>560</b>

Technical Evaluation Criteria	Maximum Points	Minimum Pass Mark

**R-1 Customer Reference Contracts**

The Bidder should demonstrate that each of the two Customer Reference Contracts (provided in response to mandatory criteria #M-1 Corporate Experience, Livescan Fingerprint and Credit Check Solution Implementation) meets the point-rated criteria identified in the table below.

Evaluation Criteria: Each of the two Customer Reference Contracts will be scored separately. The Bidder will be awarded up to 50 points for each Customer Reference Contract, with points awarded for each criteria demonstrated, as set-out below.

Client Organization Name :		Bidder to insert name of Client Organization from M-1		
Item #	Point Rated Requirement	Max Points	Evaluation Criteria	Substantiation of Technical Compliance
R-1.1	As of the issuance date of this RFP, the Bidder billed a minimum of \$300,000.00 (Canadian, including taxes) under the Customer Reference Contract.	5	<ul style="list-style-type: none"> <li>\$400,000.00 and over = <b>5 pts.</b></li> <li>\$300,000.00 to \$399,999.99 = <b>3 pts.</b></li> <li>Under \$300,000.00 = 0 pts</li> </ul>	
R-1.2	The solution implemented under the Customer Reference Contract included dedicated technical support to the Customer.	5	<ul style="list-style-type: none"> <li>Both dedicated email and telephone support = <b>5 points.</b></li> <li>Dedicated toll free telephone support line = <b>3 pts.</b></li> <li>Dedicated email support = <b>1 pts.</b></li> <li>No = <b>0 points.</b></li> </ul>	
R-1.3	The solution implemented serviced both of Canada's official languages.	5	<ul style="list-style-type: none"> <li>Yes = <b>5 pts.</b></li> <li>No = <b>0 pts.</b></li> </ul>	
R-1.4	The solution implemented conformed to Government of Canada Standard on Security Screening.	10	<ul style="list-style-type: none"> <li>Yes = <b>10 pts.</b></li> <li>No = <b>0 pts.</b></li> </ul>	
R-1.5	The work delivered by the Bidder under the Customer Reference Contract included an interface to an external Portal as part of the solution.	5	<ul style="list-style-type: none"> <li>Yes = <b>5 pts.</b></li> <li>No = <b>0 pts.</b></li> </ul>	
R-1.6	The solution implemented by the Bidder under the Customer Reference Contract provided case management functionality.	5	<ul style="list-style-type: none"> <li>Yes = <b>5 pts.</b></li> <li>No = <b>0 pts.</b></li> </ul>	
R-1.7	The solution implemented by the Bidder under the Customer Reference Contract provided risk management functionality.	5	<ul style="list-style-type: none"> <li>Yes = <b>5 pts.</b></li> <li>No = <b>0 pts.</b></li> </ul>	
R-1.8	The solution implemented under the Customer Reference Contract	5	<ul style="list-style-type: none"> <li>Yes = <b>5 pts.</b></li> <li>No = <b>0 pts.</b></li> </ul>	

<b>Client Organization Name :</b>		Bidder to insert name of Client Organization from M-1		
<b>Item #</b>	<b>Point Rated Requirement</b>	<b>Max Points</b>	<b>Evaluation Criteria</b>	<b>Substantiation of Technical Compliance</b>
	included both fingerprint and credit check functionality.			
	Maximum points per Customer Reference Contract	<b>45</b>		
	<b>Total Maximum Points</b> (2 Customer Reference Contracts)	<b>90</b>		

## R-2 Livescan Fingerprint Scanner

<b>Make and Model No.</b>		Bidder to insert Make and Model No. of Proposed Livescan Fingerprint Scanner		
<b>Item #</b>	<b>Point Rated Requirement</b>	<b>Max Points</b>	<b>Evaluation Criteria</b>	
<b>R-2.1</b>	The Bidder's proposed mobile fingerprint scanner's dimensions are handheld.	<b>40</b>	<p>The Bidder's proposed mobile fingerprint scanner dimensions (length (L), width (W) and depth (D)) are :</p> <ul style="list-style-type: none"> <li>• L &lt; 5" and W &lt; 4" and D &lt; 2" = <b>40 pts.</b></li> <li>• L &lt; 6" and W &lt; 5" and D &lt; 4" = <b>25 pts.</b></li> </ul> <p>*In order to receive points, Bidders must provide the dimensions of their proposed mobile fingerprint scanner.</p>	
<b>R-2.2</b>	The Bidder's proposed mobile fingerprint scanner's weight is handheld.	<b>40</b>	<p>The Bidder's proposed mobile fingerprint scanner's weight is:</p> <ul style="list-style-type: none"> <li>• 1 lb. or less = <b>40 pts.</b></li> <li>• &gt; 1 lb. and &lt; 2 lbs. = <b>25 pts.</b></li> </ul> <p>*In order to receive points, Bidders must provide the weight of their proposed mobile fingerprint scanner.</p>	
<b>R-2.3</b>	The Bidder's proposed fingerprint scanner is currently listed on the FBI Certified products list under the category FAP 50 or FAP 60.	<b>40</b>	<ul style="list-style-type: none"> <li>• FAP 50 = <b>40 pts.</b></li> <li>• FAP 60 = <b>25 pts.</b></li> </ul> <p>*In order to receive points, Bidders must demonstrate that their proposed fingerprint scanner is listed on the FBI Certified Products List under the category FAP 50 or FAP 60.</p>	
<b>Total Maximum Points</b>		<b>120</b>		

**9. Point-Rated Evaluation Criteria – Proposed Approach**

**R-3 High-level Overview of Bidder's Proposed Approach, Project Management Plan**

Evaluation Criteria: The Bidder's response to mandatory criteria #M-4, High-level Overview of Bidders Proposed Approach, Project Management Plan, will be further evaluated and the Bidder will be awarded up to **240 points** as follows:

<b>R-3 High-level Overview of Bidder's proposed Approach, Project Management Plan</b>	
<b>'A'</b>	<b>'B'</b>
<b>Point-rated Criteria</b>	<b>Max. Points</b>
<b>Point-rated Criteria</b>	<b>'C'</b>
<b>Point-rated Criteria</b>	<b>Evaluation Criteria</b>
<p><b>a) High-level overview of Bidder's Proposed Approach</b></p> <p>The Bidder's proposed approach provided in response to criteria #M-4 should include a narrative description of the approach that the Bidder proposes to utilize to deliver the Work under the resulting Contract including, at a minimum, the Work associated with:</p> <ul style="list-style-type: none"> <li>i. Secure TBS Web Form Component (as set-out in SOW section 4.1.1);</li> <li>ii. Secure Fingerprinting Component (as set-out in SOW section 4.1.2);</li> <li>iii. Secure Adjudication Component (as set-out in SOW section 4.1.3);</li> <li>iv. Technical Requirements (as set-out in SOW section 4.2); and</li> <li>v. Hardware (as set out in SOW section 4.3).</li> </ul>	<p style="text-align: center;"><b>120</b></p> <p>Up to 120 points as follows:</p> <p><b>120 points – Excellent (Exceeds Requirements).</b> The Bidder's response:</p> <ul style="list-style-type: none"> <li>a) Addresses each and every item of the criteria in column 'A', paragraph a) of this table;</li> <li>b) Demonstrates that the proposed approach meets all the minimum requirements stipulated in sections 4.1.1, 4.1.2, 4.1.3, 4.2, 4.3, 4.4 and 4.5 of the SOW and delivers a fully tested solution with 50 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by August 5, 2020;</li> <li>c) Provides full and complete details of the proposed approach including tasks, activities and deliverables which are based on lessons learned, established methodologies, and best practices; and</li> <li>d) Demonstrates a full understanding of the requirement, and adds value by proposing an approach that addresses all specifications, identifies potential risks and a mitigation strategy, and includes</li> </ul>

		<p>a quality assurance plan and a business continuity strategy.</p> <p><b>85 points – Good (Meets Most Requirements).</b> The Bidder's response:</p> <ul style="list-style-type: none"> <li>a) Addresses most of the items of the criteria in column 'A', paragraph a) of this table;</li> <li>b) Demonstrates that the proposed approach meets most of the minimum requirements stipulated in sections 4.1.1, 4.1.2, 4.1.3, 4.2 and 4.3 of the SOW and delivers a fully tested solution with 50 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by August 5, 2020; and</li> <li>c) Provides sufficient information but lack some details of the proposed approach including tasks, activities and deliverables which are based on lessons learned, established methodologies, and best practices.</li> <li>d) Demonstrates a partial understanding of the requirement. Proposes an approach that addresses most of the specifications, identifies most potential risks and a mitigation strategy, includes a quality assurance plan and a business continuity strategy.</li> </ul> <p><b>55 points – Incomplete (Misses Some Requirements).</b> The Bidder's response:</p> <ul style="list-style-type: none"> <li>a) Addresses some of the items of the criteria in column 'A', paragraph a) of this table;</li> <li>b) Demonstrates that the proposed approach meets some of the minimum requirements stipulated in</li> </ul>
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<p><b>b) Project Management Plan (PMP)</b></p> <p>The Bidder's PMP proposed in response to criteria #M-4 should be provided in Microsoft Project format and show the overall schedule and clearly identify the tasks, milestones, deliverables, interdependencies and critical path to deliver the Work under the resulting Contract including, at a minimum, the Work associated with:</p> <p>vi. Secure TBS Web Form Component (as set-out in SOW section 4.1.1);</p>	<p><b>120</b></p>	<p>sections 4.1.1, 4.1.2, 4.1.3, 4.2 and 4.3) of the SOW and delivers a fully tested solution with 50 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by 30 days from contract award and the remaining 450 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by August 5, 2020; and</p> <p>c) Provides information of the proposed approach including tasks, activities and deliverables. Information is missing details, elements or is overall insufficient.</p> <p>d) Demonstrates a partial understanding of the requirement. Proposes an approach that addresses some of the specifications or does not address all the needs.</p> <p><b>0 points – Unacceptable.</b> The Bidder's response does not address the stated point-rated criteria in column 'A', paragraph a) of this table.</p>
<p><b>b) Project Management Plan (PMP)</b></p> <p>The Bidder's PMP proposed in response to criteria #M-4 should be provided in Microsoft Project format and show the overall schedule and clearly identify the tasks, milestones, deliverables, interdependencies and critical path to deliver the Work under the resulting Contract including, at a minimum, the Work associated with:</p> <p>vi. Secure TBS Web Form Component (as set-out in SOW section 4.1.1);</p>	<p><b>120</b></p>	<p>Up to 120 points as follows:</p> <ul style="list-style-type: none"> <li>• <b>120 points – Excellent (Exceeds Requirements)</b>The Bidder's response: <ul style="list-style-type: none"> <li>a) Addresses each and every item of the criteria in column 'A', paragraph b) of this table;</li> <li>b) Demonstrates that the proposed PMP meets all the minimum requirements stipulated in sections 4.1.1, 4.1.2, 4.1.3, 4.2 and 4.3 of the SOW and delivers a fully tested solution with 50 RCMP certified FAP</li> </ul> </li> </ul>

<p>vii. Secure Fingerprinting Component (as set-out in SOW section 4.1.2);</p> <p>viii. Secure Adjudication Component (as set-out in SOW section 4.1.3);</p> <p>ix. Technical Requirements (as set-out in SOW section 4.2); and</p> <p>x. Hardware (as set out in SOW section 4.3).</p> <p><b>Notes:</b>  (1) For the purposes of this requirement, the Bidder should assume a minimum of ten days is required to obtain StatCan PM Approval, decisions and/or feedback for each milestone deliverable, plus a minimum of five additional days for StatCan PM Approval, decisions and/or feedback for each iteration of a revised deliverable.  (2) This PMP will be updated with further detail and finalized as a deliverable in accordance with SOW section 4.5.4.</p>	<p>mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by 30 days from contract award the remaining 500 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by August 5, 2020;</p> <p>c) Provides a proposed PMP that identifies detailed tasks, activities and deliverables which are based on lessons learned, established methodologies, and best practices; and</p> <p>d) Demonstrates a full understanding of the requirement and adds value by proposing a PMP which improves or enhances StatCan's envisioned approach while still achieving or facilitating the stated objectives for the Mobile Security Screening Project as described in the SOW.</p> <ul style="list-style-type: none"> <li>• <b>85 points – Good (Meets Most Requirements)</b> The Bidder's response: <ul style="list-style-type: none"> <li>a) Addresses most of the criteria in column 'A', paragraph b) of this table;</li> <li>b) Demonstrates that the proposed PMP meets most of the minimum requirements stipulated in sections 4.1.1, 4.1.2, 4.1.3, 4.2 and 4.3 of the SOW and delivers a fully tested solution with 50 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by 30 days from contract award and the remaining 500 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by August 5, 2020; and</li> <li>c) Demonstrates a partial understanding of the requirement. Proposes a PMP that identifies most of the detailed tasks, activities and deliverables which</li> </ul> </li> </ul>
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<p>are based on lessons learned, established methodologies, and best practices.</p>	<ul style="list-style-type: none"> <li>• <b>55 points – Incomplete (Misses Some Requirements).</b> The Bidder's response: <ul style="list-style-type: none"> <li>a) Addresses some of the items of the criteria in column 'A', paragraph b) of this table;</li> <li>b) Demonstrates that the proposed PMP meets some of the minimum requirements stipulated in sections 4.1.1, 4.1.2, 4.1.3, 4.2 and 4.3 of the SOW and delivers a fully tested solution with 50 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by 30 days from contract award and the remaining 500 RCMP certified FAP mobile fingerprint scanners and licenses, delivered and installed at Statistics Canada by August 5, 2020; and</li> <li>c) Demonstrates a partial understanding of the requirement. Proposes a PMP that identifies some of the detailed tasks, activities and deliverables.</li> </ul> </li> <li>• <b>0 points – Unacceptable.</b> The Bidder's response does not address the stated point-rated criteria in column 'A', paragraph b) of this table.</li> </ul>	<p style="text-align: right;"><b>Total</b>    <b>240</b></p>
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**10. Point-Rated Evaluation Criteria – Proposed Incident Breach Process**

**R-4 High-level Overview of Bidder’s Proposed Incident Breach Process**

Evaluation Criteria: The Bidder’s response to mandatory criteria #M-5, High-level Overview of Bidders Proposed Incident Breach Process, will be further evaluated and the Bidder will be awarded up to **120 points** as follows:

<b>R-4 High-level Overview of Bidder’s proposed Incident Breach Process</b>		
<b>‘A’</b>	<b>‘B’</b>	<b>‘C’</b>
<b>Point-rated Criteria</b>	<b>Max. Points</b>	<b>Evaluation Criteria</b>
<p><b>a) High-level overview of Bidder’s Proposed Approach</b></p> <p>The Bidder’s proposed Incident Breach Process provided in response to criteria #M-5 should include a narrative description of the process that the Bidder proposes to utilize to deliver the Work under the resulting Contract including, at a minimum, the Work associated with Section 7.4 of the SOW.</p>	<p><b>120</b></p>	<p><b>Up to 120 points as follows:</b></p> <p><b>120 Points – Excellent (Exceeds Requirement)</b></p> <p>The Bidder demonstrates the Company has a robust and detailed breach process and incident management plan. The protocols in place address major standard elements such as, but not limited to, an acceptable assessment period, notification strategy, and post-breach action plan. The Breach process is tailored to StatCan’s requirement.</p> <p><b>85 Points –Good (Meets Most Requirements)</b></p> <p>The Bidder demonstrates the Company has a breach process and incident management plan. The protocols in place address most of the standard elements such as, but not limited to, an assessment period, notification strategy, and post-breach action plans. The Breach process can be easily tailored to StatCan’s requirement.</p> <p><b>55 Points – Incomplete (Missing Some Requirements)</b></p> <p>The Bidder demonstrates the Company has a breach process and incident management plan but requires further development. The protocols in place address some of the standard elements. Some details are missing or insufficient.</p>

R-4 High-level Overview of Bidder's proposed Incident Breach Process		
'A'	'B'	'C'
Point-rated Criteria	Max. Points	Evaluation Criteria
		<ul style="list-style-type: none"> <li>0 points – Unacceptable. The Bidder's response does not address the stated point-rated criteria</li> </ul>
<b>Total</b>	<b>120</b>	

**11. Point-Rated Evaluation Criteria – Proposed Disaster Recovery and Business Continuity Plan**

**R-5 High-level Overview of Bidder's Proposed Disaster Recovery and Business Continuity Plan**

Evaluation Criteria: The Bidder's response to mandatory criteria #M-6, High-level Overview of Bidders Proposed Disaster Recovery and Business Continuity Plan, will be further evaluated and the Bidder will be awarded up to **120 points** as follows:

R-5 High-level Overview of Bidder's proposed Disaster Recovery and Business Continuity Plan		
'A'	'B'	'C'
Point-rated Criteria	Max. Points	Evaluation Criteria
<p><b>a) High-level overview of Bidder's Proposed Approach</b></p> <p>The Bidder's proposed Disaster Recovery/Business Continuity Plan provided in response to criteria #M-6 should include a narrative description of the process that the Bidder proposes to utilize to deliver the Work under the resulting Contract including, at a minimum, the Work associated with Section 7.5 of the SOW</p> <p>-</p>	<b>120</b>	<p><b>Up to 120 points as follows:</b></p> <ul style="list-style-type: none"> <li><b>120 Points – Excellent (Exceeds Requirement)</b> The Bidder demonstrates the Company has a robust and detailed disaster recovery and business continuity plan. The protocols in place address major standard elements such as, but not limited to, an acceptable policy statement, risk assessment, detailed emergency response actions and procedures for financial or legal issues. The disaster recovery and business continuity plan is tailored to StatCan's requirement.</li> <li><b>85 Points –Good (Meets Most Requirements)</b></li> </ul>

R-5 High-level Overview of Bidder's proposed Disaster Recovery and Business Continuity Plan		
'A'	'B'	'C'
Point-rated Criteria	Max. Points	Evaluation Criteria
		<p>The Bidder demonstrates the Company has a disaster recovery and business continuity plan. The protocols in place address most of the standard elements such as, but not limited to, an acceptable policy statement, risk assessment, detailed emergency response actions and procedures for financial or legal issues. The disaster recovery and business continuity plan process can be easily tailored to StatCan's requirement.</p> <ul style="list-style-type: none"> <li>• <b>55 Points</b> – Incomplete (Missing Some Requirements) The Bidder demonstrates the Company has a disaster recovery and business continuity plan but requires further development. The protocols in place address some of the standard elements. Some details are missing or insufficient.</li> <li>• <b>0 points</b> – <b>Unacceptable</b>. The Bidder's response does not address the stated point-rated criteria</li> </ul>
<b>Total</b>	<b>120</b>	

## 12. Point-Rated Evaluation Criteria – Proposed Resource

The Bidder should further demonstrate the experience of the Project Manager proposed in response to mandatory criteria #M-7, Contractor Project Manager, in accordance with the point-rated criteria that follows.

### R-6 Contractor Project Manager

R-6 Proposed Contractor Project Manager	Bidder to insert name of Resource proposed in response to #M-7	
Point-Rated Criteria	Max Points	Evaluation Criteria
a) The Contractor Project Manager should have a degree or certificate from a university or college recognized by Canada in; a Business, Science or Computer discipline.	10	<ul style="list-style-type: none"> <li>• <b>10 points</b> - Copy of valid degree or certificate from a university or college in the areas stated in paragraph a) provided in Bid.</li> <li>• <b>0 points</b> – Copy of valid degree or certificate from a university or college in the areas stated in paragraph a) not provided in Bid</li> </ul>
b) The Bidder should demonstrate that its proposed Contractor Project Manager resource has experience, on one project for a minimum duration of six months, within the past three years preceding the issuance date of this RFP, as Project Manager for the successful implementation of a security screening solution that included the electronic submission of both fingerprinting and credit checks.	25	<ul style="list-style-type: none"> <li>• <b>25 points</b> - demonstrates that the experience was obtained on a project that successfully implemented a security screening solution that included both electronic fingerprinting and electronic submission of credit checks.</li> <li>• <b>15 points</b> - demonstrates that the experience was obtained on a project that successfully implemented a security screening solution that included only electronic fingerprinting.</li> <li>• <b>0 points</b> – does not demonstrate experience on a project that successfully implemented a security screening solution that included both electronic fingerprinting and electronic submission of credit checks or only electronic fingerprinting.</li> </ul>
c) The Bidder should demonstrate, using project descriptions, that its proposed Contractor Project Manager resource has experience, on one project for a minimum	25	<p>Up to 25 points per project (maximum 1 project) as follows:</p> <ul style="list-style-type: none"> <li>• <b>25 points</b> – The Bidder's response:</li> </ul>

<b>R-6 Proposed Contractor Project Manager</b>	Bidder to insert name of Resource proposed in response to #M-7	
<b>Point-Rated Criteria</b>	<b>Max Points</b>	<b>Evaluation Criteria</b>
<p>duration of six months, within the three years preceding the issuance date of this RFP, as a Project Manager responsible for successfully implementing a security screening solution that included a case file management business application similar to that described in section 4 of the SOW.</p>		<ul style="list-style-type: none"> <li>i. addresses the point rated criteria in paragraph c); and</li> <li>ii. demonstrates all aspects of the experience of the identified resource by providing a description of the work performed in the role;</li> </ul> <ul style="list-style-type: none"> <li>• <b>15 points</b> – The Bidder’s response: <ul style="list-style-type: none"> <li>i. addresses the point rated criteria in paragraph c); and</li> <li>ii. provides information which demonstrates some (but not all) aspects of the experience claimed;</li> </ul> </li> <li>• <b>5 points</b> - The Bidder’s response: <ul style="list-style-type: none"> <li>i. addresses the point rated criteria in paragraph c) but does not provide any information which demonstrates the experience claimed; or</li> </ul> </li> <li>• <b>0 points</b> – The Bidder’s response does not address the stated point rated criteria in paragraph c).</li> </ul>
<p>d) The Bidder should demonstrate that the resource has experience, on one project for a minimum duration of six months, within the three years preceding the issuance date of this RFP, as a Project Manager responsible for successfully implementing a security screening solution by performing all aspects of project management including development, planning, execution, monitoring and control and evaluation,</p>	<b>25</b>	<p>Up to 25 points per project (maximum 1 project) as follows:</p> <ul style="list-style-type: none"> <li>• <b>25 points</b> – The Bidder’s response: <ul style="list-style-type: none"> <li>i. addresses each item of the point rated criteria in paragraph d); and</li> <li>ii. demonstrates all aspects of the experience of the identified resource by providing a description of the work performed in the role;</li> </ul> </li> <li>• <b>15 points</b> – The Bidder’s response: <ul style="list-style-type: none"> <li>i. addresses each item of the point rated criteria in paragraph d); and</li> </ul> </li> </ul>

R-6 Proposed Contractor Project Manager	Bidder to insert name of Resource proposed in response to #M-7	
Point-Rated Criteria	Max Points	Evaluation Criteria
		<ul style="list-style-type: none"> <li>ii. provides information which demonstrates some (but not all) aspects of the experience claimed; <ul style="list-style-type: none"> <li>• <b>5 points</b> - The Bidder's response: <ul style="list-style-type: none"> <li>i. fails to address each item of the point rated criteria in paragraph d); or</li> <li>ii. addresses each item of the point rated criteria in paragraph d) but does not provide any information which demonstrates the experience claimed; or</li> </ul> </li> <li>• <b>0 points</b> – The Bidder's response does not address the stated point rated criteria in paragraph d).</li> </ul> </li> </ul>
e) The Bidder should demonstrate, that the resource has experience as a Project Manager managing system implementation for multiple geographic locations, on a minimum of one project for a minimum duration of six months, .	<b>15</b>	<p>Up to 15 points per project (maximum 1 project) as follows:</p> <ul style="list-style-type: none"> <li>• <b>15 points</b> – The Bidder's response: <ul style="list-style-type: none"> <li>• demonstrates that the proposed resource meets the criteria in paragraph e) on 5 or more projects.</li> </ul> </li> <li>• <b>10 points</b> – The Bidder's response: <ul style="list-style-type: none"> <li>i. demonstrates that the proposed resource meets the criteria in paragraph e) on 3-4 projects.</li> </ul> </li> <li>• <b>5 points</b> - The Bidder's response: <ul style="list-style-type: none"> <li>i. demonstrates that the proposed resource meets the criteria in paragraph e) on 1 - 2 projects.</li> </ul> </li> </ul>
<b>Maximum Score</b>	<b>100</b>	

<b>Solicitation No. – N° de l'invitation</b> 45045-180072/B	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 003xs
<b>Client Ref. No. – N° de réf. De client</b> 45045-180072	<b>File No. – N° du dossier</b> 003xs.45045-180072	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

## **Attachment 4.2 to Part 4 – Financial Bid**

**Please refer to attached Microsoft Excel spreadsheet for the Financial Bid**

**Attachment 4.3 to Part 4 - Demonstration**

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# Consensus Evaluation Worksheet

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Demonstration  
MSSS – 2021 Census

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Bidder: \_\_\_\_\_

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## 1. DEMONSTRATION METHODOLOGY

### **Demonstration of Top-Ranked Bid (process description):**

- (i) The Bidder must demonstrate how their proposed solution meets the technical functionality requirements through the completion of one or more use cases.
- (ii) Up to 4 representatives of the Bidder may be present during the Demonstration in person. Two additional representatives of the Bidder can be available by phone.
- (iii) The Demonstration must be of the proposed solution.
- (iv) Screen shots, power point presentations, videos, etc. are not permitted as an equivalent for the Demonstration.
- (v) During the Bidder's Demonstration, the Government of Canada will only be observing and asking questions.
- (vi) The Bidder must perform the Demonstration on-site at a StatCan facility in the Ottawa/Gatineau area.
- (vii) The Bidder is responsible for bringing in their Livescan solution, for providing internet access, Web meeting access (if required) and providing any additional equipment and material necessary to complete their Demonstration and at their cost. StatCan will provide HDMI-connected projection.
- (viii) If a technical problem is encountered and is government related, the Bidder will be provided makeup time equivalent to the time lost to complete the Demonstration. Determination of responsibility for problems and their resolution is solely at the Government of Canada's Contracting Authority's discretion.
- (ix) After being notified by the Contracting Authority, the Bidder will be provided with the date, time and location of the Demonstration, as well as one or more use cases and will be given 5 working days to prepare for the Demonstration. The proposed solution must be complete and functional at that point in time as per the use cases.
- (x) The Bidder will be given a maximum of 3 hours to complete the Demonstration. If Canada determines that the proposed solution does not meet each and every one of the mandatory requirements of the bid solicitation, the bid will fail the Demonstration and the bid will be disqualified. Canada may, as a result of the Demonstration, reduce the score of the Bidder on any rated requirement, if the Demonstration indicates that the score provided to the Bidder on the basis of its written bid is not validated by the Demonstration. The Bidder's score will not be increased as a result of the Demonstration. If the Bidder's score is reduced as a result of the Demonstration, Canada will reassess the ranking of all Bidders.
- (xi) If selected to provide a Demonstration the Bidder will be expected to interface with the RCMP's test/certification environment and the Equifax or TransUnion test environment.
- (xii) If selected to provide a Demonstration, the Bidder will be expected to automatically import data from a file with test data provided from StatCan.

## 2. End to End Reliability Status Use Case/Scenario (Applicant has no adverse conditions)

One new applicant has applied for a census job via the Census Portal and a file with one record has been produced by the StatCan CMP system in a file format which will be provided 5 days prior to the Demonstration. The applicant has lived in Canada for the past 6 years. The applicant is fingerprinted at a test location represented by the room where the Demonstration will be performed. The Bidder will provide StatCan with the name and address of the applicant in advance. The name and address must correspond to a test data record in the Equifax or TransUnion Test environment. The applicant does not have a criminal record or any adverse credit file information.

### TBS Web Form Component

The Demonstration will begin with the Bidder displaying the actual email that was generated and sent to the applicant. A member of the Bidder's team, representing the applicant, will then show how they can click on the link in the email to complete the TBS 330-23 data via the Bidder's Web Application. It is assumed this will be done within the Bidder's test environment. It is important that this not be done via an editable PDF and that it is done via a Web Application that the Bidder has developed. The Bidder will show how they validate the TBS form data and prevent errors in data entry. The end of this step must include the demonstration of a fully generated TBS 330-23 PDF form compliant to the TBS Security screening standards including signatures if required.

### Fingerprinting Component

After the TBS Web form has been submitted, the data from the web form must be available to the Bidder's RCMP-certified Livescan system. This Livescan system must be able to import this demographic data into the Livescan solution and then perform the fingerprinting. The fingerprint scanner must be a mobile FAP 50 or FAP 60 and be the one proposed by the Bidder and certified by the RCMP to the latest version of the RCMP 1.7.8 ICD. The data populated in the Livescan system must be the same as the data keyed into the TBS Web application form.

A member of the Bidder's team will represent the applicant arriving at a test location to be fingerprinted. The Bidder must demonstrate how the Livescan system can fingerprint and store the applicant's fingerprint data on the local Livescan laptop without any network connection. The fingerprinting transaction must then be submitted electronically to the RCMP's test/certification environment. The Bidder will have an RCMP representative with access to the RCMP's test/certification environment at the Demonstration, in person or via phone, to validate that the transaction has been received and accepted by the RCMP. The fingerprinting test should not hit to any fingerprints in the RCMP's test environment and should therefore return a negative product.

### Adjudication Component

The Bidder must have a test environment configured to receive the negative product returned from the RCMP's test/certification environment. The Bidder should show this RCMP email response with the attached negative product as it was received in the email environment. The Bidder should then show how the Adjudication component automatically adjudicated the RCMP Criminal Record Check (CRC) response, and how a copy of this response was placed in the Adjudication component's document management store. The Bidder must have a representative from Equifax or TransUnion in person or on the phone during the Demonstration. The Bidder must show how the name and address hit to a test record in Equifax or TransUnion's test environment and show the raw format of the data returned. The Bidder must show the types of adverse credit rules that are configurable in the system and show that this applicant did not have any adverse credit check conditions. The Bidder must show a human readable version of the applicant's credit file data produced by the Bidder's system.

### 3. REQUIREMENTS

SOW NUM	Requirement	Tasks that must be demonstrated by the Bidder to successfully pass the Demonstration	Demonstrated / Not-demonstrated
4.1.1.1	The Secure TBS Web Form Component must ensure the security screening process meets the Government of Canada's standard on security screening using the latest approved TBS Security Screening and Consent form.	<ol style="list-style-type: none"> <li>The Bidder must demonstrate the generation of a fully generated TBS 330-23 form in PDF format with all necessary applicant signatures. (PERSEC signatures will not be displayed at this stage in the workflow).</li> </ol>	
4.1.1.2	The Secure TBS Web Form Component must import configurable applicant data from an external file (format to be provided by Statistics Canada after contract award) and use it to automatically generate an email that invites applicants to complete their authorization and consent for security screening by providing a link to a web application included in the email. The web application allows the applicant to enter the data on the TBS330-23 (or equivalent).	<p>The Bidder must demonstrate that their proposed solution has completed the following:</p> <ol style="list-style-type: none"> <li>The file provided by StatCan was automatically picked up;</li> <li>An email was generated and sent; and</li> <li>A link was clicked on which brought up the Web Application.</li> </ol>	
4.1.1.3	The Secure TBS Web Form Component must allow applicants to enter their personal information and give the consent required for security screening as per the TBS330-23 (or equivalent)	<ol style="list-style-type: none"> <li>The Bidder must show how the applicant can provide consent and provide their signature and initials online in the Web Application.</li> </ol>	
4.1.1.5	The Secure TBS Web Form Component must automatically validate applicant data for completeness as it pertains to the mandatory information required for security screening, specifically the completion of the TBS330-23 (or equivalent). The TBS Web Form Component must prevent candidates from submitting an incomplete TBS330-23 (or equivalent). The form is submitted and becomes part of the applicant's file of information for the security screening process.	<ol style="list-style-type: none"> <li>The Bidder must show the web application validating the data e.g. all fields are completed, residence history is complete for full 5 years, etc. Note: this step will be shown by Bidder before 4.1.1.3</li> </ol>	

4.1.2.1	The Secure Fingerprinting Component must import the applicant's demographic data from the TBS Web Form Component one at a time or in bulk.	1. The Bidder must show their Livescan system accessing the TBS form data and importing it.	
4.1.2.2	The Secure Fingerprinting Component must include fingerprint scanners that resist latent prints, meaning the surface does not need to be cleaned between image captures	1. The Bidder, while taking prints, must demonstrate that the second and third image don't leave any latent prints.	
4.1.2.4	The Secure Fingerprinting Component must be a store and forward solution so that when networking is not available, transactions can be stored and forwarded once access to the network is available.	1. The Bidder must use their proposed solution to send the NIST file produced in this step to the RCMP resource to confirm.	
4.1.3.1	The Secure Adjudication Component must electronically submit requests to Equifax Canada or TransUnion Canada using a System to System interface to obtain the Credit file for the applicant without requiring any re-keying of applicant information into a credit provider's portal.	1. The Bidder must confirm with the Equifax or TransUnion representative that the electronic request was submitted. 2. The Bidder must show that their proposed solution has retrieved the raw credit file from the server.	
4.1.3.2	The Secure Adjudication Component must identify adverse credit file conditions based on configurable business rules	1. The Bidder must show the adverse business rules being checked such as Credit Score, Garnishments, Bankruptcies, etc., and demonstrate how each of these is configurable. NOTE: Since the Use Case has no adverse conditions, actual results will not have any.	
4.1.3.3	The Secure Adjudication Component must generate a readable PDF version of credit information and automatically attach it to the case file.	1. The Bidder must show the generated human readable file and the sections of the various credit check conditions in their proposed solution.	
4.1.3.4	The Secure Adjudication Component must interface with the RCMP criminal record results, associate the results to the case file and automatically process the results as part of the adjudication process.	1. The Bidder must show the email response sitting in their mailbox and confirm with the RCMP that it matches what they returned. 2. The Bidder must demonstrate how their workflow was initiated when this response was returned.	
4.1.3.5	The Secure Adjudication Component must automatically attach the criminal record results to the case file.	1. The Bidder must show the attached civil product in their document management system associated to the case.	
4.1.3.6	The Secure Adjudication Component must merge results into one case file that can be easily searchable and	1. The Bidder must show the case file after the criminal record check and credit file results have been processed.	

	prioritized based on hiring needs.		
4.1.3-7	The Secure Adjudication Component must include a Document Management System for attaching and uploading external files such as criminal record results, raw credit files, readable credit PDF files and TBS forms.	1. The Bidder must demonstrate their document management system and show how manual files that get associated to the case can be uploaded.	
4.1.3-8	The Secure Adjudication Component must automatically identify and notify Statistics Canada of any applicant that receives an adverse criminal record check result.	1. The Bidder must show existing records that have been run with adverse conditions (not part of the main use case).	
4.1.3-9	The Secure Adjudication Component must support management of both adverse and non-adverse results for action by Statistics Canada's Departmental Security Office (DSO). Adverse results will require further review and approval, non-adverse results will require automated updating, based on business rules as provided by Statistic Canada.	1. The Bidder must demonstrate how they differentiate between adverse and non-adverse results in the Adjudication Component's user interface, showing a full activity log for both scenarios.	
4.1.3-11	The Secure Adjudication Component must track the status of a case file submission end to end via a web-based dashboard.	1. The Bidder must demonstrate how the dashboard functions.	
4.1.3-14	The Secure Adjudication Component must provide the completed results of each CRC and credit check in under 10 minutes from submission of fingerprints. In the case of a specific request being delayed at source the solution must track the submission and report progress to Statistics Canada.	1. The Bidder must show their activity log to prove the time elapsed. 2. The Bidder must provide confirmation, from the RCMP, confirming how long their part of process took.	

Solicitation No. – N° de l'invitation  
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45045-180072

File No. – N° du dossier  
003xs.45045-180072

CCC No./ N° CCC – FMS No/ N° VME

## Attachment 1 to Part 5 – Bid Solicitation

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for [Employment and Social Development Canada \(ESDC\)](#) - Labours' website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC -Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC -Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC -Labour.

B. Check only one of the following:

- B1 The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

Solicitation No. - N° de l'invitation  
 45045-180072/B  
 Client Ref. No. - N° de réf. du client  
 45045-180072

Amd. No. - N° de la modif.  
  
 File No. - N° du dossier  
 003xs45045-180072

Buyer ID - Id de l'acheteur  
 003xs  
 CCC No./N° CCC - FMS No./N° VME

## Form 1 BID SUBMISSION FORM

<b>BID SUBMISSION FORM</b>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]  <b>[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.]</b>	
<b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>  See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	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 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"

Solicitation No. - N° de l'invitation  
45045-180072/B  
Client Ref. No. - N° de réf. du client  
45045-180072

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003xs45045-180072

Buyer ID - Id de l'acheteur  
003xs  
CCC No./N° CCC - FMS No./N° VME

<b>Security Clearance Level of Bidder</b> [include both the level and the date it was granted] <b>[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.]</b>	
<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"><li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>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.</li></ol>	
<b>Signature of Authorized Representative of Bidder</b>	

Solicitation No. – N° de l'invitation  
45045-180072/B

Amd. No – N° de la modif.

Buyer ID – Id de l'acheteur  
003xs

Client Ref. No. – N° de réf. De client  
45045-180072

File No. – N° du dossier  
003xs.45045-180072

CCC No./ N° CCC – FMS No/ N° VME

**Form 2**  
**OEM Certification Form**

This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.

**Name of OEM** \_\_\_\_\_

**Signature of authorized signatory of OEM** \_\_\_\_\_

**Print Name of authorized signatory of OEM** \_\_\_\_\_

**Print Title of authorized signatory of OEM** \_\_\_\_\_

**Address for authorized signatory of OEM** \_\_\_\_\_

**Telephone no. for authorized signatory of OEM** \_\_\_\_\_

**Fax no. for authorized signatory of OEM** \_\_\_\_\_

**Date signed** \_\_\_\_\_

**Solicitation Number** \_\_\_\_\_

**Name of Bidder** \_\_\_\_\_

Solicitation No. – N° de l'invitation  
45045-180072/B

Amd. No – N° de la modif.

Buyer ID – Id de l'acheteur  
003xs

Client Ref. No. – N° de réf. De client  
45045-180072

File No. – N° du dossier  
003xs.45045-180072

CCC No./ N° CCC – FMS No/ N° VME

**Form 3**

**Software Publisher Certification Form**

(to be used where the Bidder itself is the Software Publisher)

The Bidder certifies that it is the software publisher of all the following software products and that it has all the rights necessary to license them (and any non-proprietary sub-components incorporated into the software) on a royalty-free basis to Canada pursuant to the terms set out in the resulting contract:

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*[Bidders should add or remove lines as needed]*

