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SOUMISSIONS À:**

infc.procurement-appvisionnement.infc@canada.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Infrastructure Canada

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

Proposition aux: Infrastructure 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-annexées, au(x) prix indiqué(s).

Instructions : See Herein

ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s)

Comments - Commentaires

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Issuing Office – Bureau de distribution

Infrastructure Canada
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Ottawa, ON K1P 0B6

Title – Sujet Recipient Audit Services for Grant & Contribution and Transfer Payment Programs	
Solicitation No. – N° de l'invitation INFC-2018/19-PS2011	Date August 23, 2019
Client Reference No. – N° référence du client PS2011	
GETS Reference No. – N° de reference de SEAG -	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 03 :00 PM on – le 18 septembre 2019	
Time Zone Fuseau horaire Eastern Daylight Savings Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
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Signature	Date

TABLE OF CONTENTS

TITLE	4
PART 1 – GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	5
ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS	6
PART 2 – BIDDER INSTRUCTIONS	7
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	7
2.2 SUBMISSION OF BIDS	7
2.3 INQUIRIES - BID SOLICITATION	7
2.4 APPLICABLE LAWS	7
PART 3 – BID PREPARATION INSTRUCTIONS	9
3.1 BID PREPARATION INSTRUCTIONS	9
SECTION I: TECHNICAL BID	9
SECTION II: FINANCIAL BID	9
SECTION III: CERTIFICATIONS	9
SECTION IV: ADDITIONAL INFORMATION	10
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE	11
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	13
4.1 EVALUATION PROCEDURES	13
4.1.1 <i>Financial Evaluation</i>	13
4.1.2 <i>Corporate Evaluation</i>	13
4.1.3 <i>Technical Evaluation</i>	13
4.1.3.1 Joint Venture Experience	13
4.1.3.2 Mandatory Technical Criteria	14
4.1.3.3 Point Rated Technical Criterion	14
4.2 BASIS OF SELECTION	14
4.2.1 <i>Lowest Evaluated Price per Point</i>	14
ATTACHMENT 1 TO PART 4, EVALUATION CRITERIA	16
ATTACHMENT 2 TO PART 4, CLIENT AUDIT SUMMARY FORM	23
ATTACHMENT 3 TO PART 4, PROPOSED RESOURCE CREDENTIALS FORM	24
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	25
ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD	27
PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS	29
PART 7 – RESULTING CONTRACT CLAUSES	30
1.0 STATEMENT OF WORK	30
2.0 TASK AUTHORIZATION	30
3.0 STANDARD CLAUSES AND CONDITIONS	33
4.0 NON-DISCLOSURE AGREEMENT	34
5.0 SECURITY REQUIREMENT	34
6.0 TERM OF CONTRACT	34
7.0 AUTHORITIES	35

8.0 PAYMENT	35
9.0 CERTIFICATIONS AND ADDITIONAL INFORMATION	35
10.0 APPLICABLE LAWS	36
11.0 PRIORITY OF DOCUMENTS.....	36
12.0 INSURANCE	36
ANNEX A, STATEMENT OF WORK.....	37
ANNEX B, TERMS OF PAYMENT	44
ANNEX C, SECURITY REQUIREMENTS CHECK LIST.....	50
ANNEX D, NON-DISCLOSURE AGREEMENT.....	55
ANNEX E, MODEL TASK AUTHORIZATION FORM.....	56

TITLE

Bid solicitation # INFC-2018/20-PS2011, issued under the framework of the Professional Audit Support Services Supply Arrangement (PASS SA), for the provision of the following professional services: recipient/contribution agreement audits as per the Statement of Work in Annex A.

PART 1 – GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the List of Suppliers, Pricing Schedule, Evaluation Criteria, Client Audit Summary Form, Proposed Resource Credentials Form, and Additional Certifications Required Precedent to Contract Award.

The Annexes include the Statement of Work, Terms of Payment, Security Requirements Check List, Non-disclosure Agreement, and Model Task Authorization Form.

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

1.2 Summary

1.2.1 Infrastructure Canada seeks to establish a contract under the Professional Audit Support Services (PASS) Supply Arrangement, under Stream 8. Recipient/Contribution Agreement Audit as defined in Annex A, Statement of Work, and for those professional services to be provided on an “as and when requested” basis only. Delivery of all audits will be to Infrastructure Canada (INFC) offices in Ottawa. Specific audits requested by INFC may be Canada-wide. The period of any resulting contract will be from Contract Award to March 31, 2022 (inclusive). Any resulting contract will include an irrevocable option to extend the resulting contract by up to two (2) one-year periods under the same conditions.

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the

Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Chile Free trade Agreement, Canada-Columbia Free trade Agreement, Canada-Costa Rica Free trade Agreement, Canada-Honduras Free trade Agreement, Canada-Korea Free trade Agreement, Canada-Panama Free trade Agreement, Canada-Peru Free trade Agreement, and the Canada-Ukraine Free trade Agreement.

1.2.3 The resulting contract will not include deliveries of services within locations within the Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within the Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.

1.3 Debriefings

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

ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS

The requirement described in this RFP is open to pre-qualified suppliers for the following stream of the PASS SA:

Stream 8: Recipient/Contribution Agreement Audit.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid, of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

2.2 Submission of Bids

Bids must be submitted only to infc.procurement-appvisionnement.infc@canada.ca by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile, courier, postal mail, or ePost service will not be accepted.

2.3 Inquiries - Bid Solicitation

All inquiries must be submitted in writing to the Contracting Authority no later than 4 calendar days before the bid closing date. Inquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the inquiry 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 inquiries 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 inquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the inquiry can be answered to all bidders. Inquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid [1 soft copy in PDF format via email];
Section II: Financial Bid [1 soft copy in PDF format via email];
Section III: Certifications [1 soft copy in PDF format via email]; and
Section IV: Additional Information [1 soft copy in PDF format via email].

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

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

D. Electronic Payment of Invoices - Bid

Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument is accepted: Direct Deposit.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders must provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

and

- b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

1.0 The Bidder must complete this pricing schedule (below) and include it in its financial bid for services in Stream 8. Receipt/Contribution Agreement audits.

2.0 The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

3.0 The rates included in this pricing schedule exclude the total estimated cost of the authorized travel and living expenses described in section 11 Travel in the Statement of Work in Annex A.

3.1 Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Pricing Schedule				
<i>for team _____</i>				
#	Period / Resource Category	QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	VOLUMETRIC DATA (ESTIMATED LEVEL OF EFFORT)	TOTAL (IN CDN \$)
		A	B	C = A x B
1	<u>Contract Period 1</u> – Contract award to March 31, 2020 (inclusive).			
1a	Partner/Managing Director	\$	17 Days	\$
1b	Project Manager/Lead	\$	68 Days	\$
1c	Senior Auditor	\$	140 Days	\$
1d	Auditor	\$	102 Days	\$
Estimated Total for Contract Period 1:				\$ (m)
2	<u>Contract Period 2</u> – April 1, 2020 to March 31, 2021 (inclusive).			
2a	Partner/Managing Director	\$	17 Days	\$
2b	Project Manager/Lead	\$	68 Days	\$
2c	Senior Auditor	\$	153 Days	\$
2d	Auditor	\$	102 Days	\$
Estimated Total for Contract Period 2:				\$ (n)
3	<u>Contract Period 3</u> – April 1, 2021 to March 31, 2022 (inclusive).			
3a	Partner/Managing Director	\$	17 Days	\$
3b	Project Manager/Lead	\$	68 Days	\$
3c	Senior Auditor	\$	153 Days	\$
3d	Auditor	\$	102 Days	\$
Estimated Total for Contract Period 3:				\$ (o)
Estimated Total for all Contract Periods: (Sum of: m, n, and o)				\$ (p)

4	Option Period 1 – April 1, 2022 to March 31, 2023 (inclusive).			
4a	Partner/Managing Director	\$	17 Days	\$
4b	Project Manager/Lead	\$	68 Days	\$
4c	Senior Auditor	\$	153 Days	\$
4d	Auditor	\$	102 Days	\$
Estimated Total for Option Period 1:				\$ (q)
5	Option Period 2 – April 1, 2024 to March 31, 2025 (inclusive).			
5a	Partner/Managing Director	\$	17 Days	\$
5b	Project Manager/Lead	\$	68 Days	\$
5c	Senior Auditor	\$	153 Days	\$
5d	Auditor	\$	102 Days	\$
Estimated Total for Option Period 2:				\$ (r)
6	Evaluated Price: (Sum of: p, q, and r)			\$ (s)
7	Applicable Taxes:			\$ (t)
8	Grand Total (Sum of: s and t)			\$

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the corporate, technical, and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

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

4.1.1.2 Mandatory Financial Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Corporate Evaluation

4.1.2.1 Mandatory Corporate Criterion

Refer to Attachment 1 to Part 4.

4.1.2.2 Point Rated Corporate Criteria

Refer to Attachment 1 to Part 4.

4.1.3 Technical Evaluation

4.1.3.1 Joint Venture Experience

- a) 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.

- b) 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.

- c) 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 submit 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:

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

that show in total 100 billable days.

- d) 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.

4.1.3.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.3.3 Point Rated Technical Criterion

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.”

4.2 Basis of Selection

4.2.1. Lowest Evaluated Price per Point

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for all evaluation criteria subject to a point-rating.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The responsive bids will be ranked in descending order of the overall scores obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked first. Any responsive bid obtaining an overall score for all of these technical criteria that is more than 10 percent lower than the overall score obtained by the responsive bid ranked first will be declared non responsive and will be set aside. The evaluation of the remaining responsive bids will continue as per paragraphs 4.2.1.4 and 4.2.1.5 of this clause.

4.2.1.4 The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.

4.2.1.5 The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated criteria detailed will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4, EVALUATION CRITERIA

The Bidder must provide the necessary documentation to support compliance with these requirements.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and resume evidence contained in their proposals.

Bidders should provide the required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

For Mandatory Technical Criteria and Point Rated Technical Criteria listed below requiring Project Summaries, the Bidder and its proposed resource(s) should provide:

- Name and description of client organization;
- Name, phone, email of client ;
- Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- Outcomes of the project; and/or
- Description of the Consultant roles and responsibilities in the project.

1.1 Mandatory Financial Criteria

Bids must meet the mandatory financial criteria specified in the table inserted below.

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

Mandatory Financial Criteria (MF)			
Number	Description	MET / NOT MET	Substantiation / Cross Reference to Proposal
MF1	<p>In its financial proposal, the Bidder must provide firm all-inclusive per diem rates for all resource categories for that are priced as follows:</p> <ul style="list-style-type: none"> • The Partner/Managing Director must be priced higher than the Project Manager/Leader • The Project Manager/Leader must be priced higher than the Senior Auditor • The Senior Auditor must be priced higher than the Auditor <p>This information must be included in the Pricing Schedule (3; Attachment 1 to Part 3 of this bid solicitation). No alternative format will be accepted.</p> <p>The above applies to each proposed team, so if a Bidder proposes two teams, then two pricing schedules must be provided.</p>		
MF2	<p>If the Bidder proposes 2 teams, the maximum price difference for the total evaluated price between those teams must be less than \$20,000.00.</p>		

1.1.1 Substantiation of Rates Quoted by Bidders in Professional services Bids

In Canada's experience, bidders will from time to time quote rates in professional services bids for one or more categories of resources that, when they are selected as the contractor for the work, they refuse to honor during the period of the awarded contract, including any extension thereof, on the basis that the rates they quoted do not allow them to recover their own costs and/or make a profit.

When evaluating the financial bids submitted by bidders in response to this bid solicitation, Canada may, but will have no obligation to, require price support from bidders for any of the rates (either for one, several or all categories of resources) they quoted in their financial bids.

1.2 Mandatory Corporate Criterion

A bid must meet the mandatory corporate criterion specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory corporate criterion will be declared non-responsive.

Mandatory Corporate Criterion (MC)			
Number	Description	MET / NOT MET	Substantiation / Cross Reference to Proposal
MC1	<p>In its technical proposal, the Bidder must propose at least one team and a maximum of two teams. Each proposed team must consist of one proposed resource for each of the following categories:</p> <ul style="list-style-type: none"> • Partner/Managing Director • Project Manager/Lead • Senior Auditor • Auditor <p>Note: Only the Partner/Managing Director may be a member of both teams.</p>		

1.3 Mandatory Technical Criteria

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

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

References may be contacted to validate the information provided for the mandatory technical criteria. Bidders are responsible for ensuring that the contact information for each reference is valid and current. If there is a difference between the information contained in the Bidder's technical proposal and information provided by the reference, the information provided by the reference will be taken to be true.

The mandatory technical criteria are as follows:

Mandatory Technical Criteria (MT)			
Number	Description	MET / NOT MET	Substantiation / Cross Reference to Proposal
MT1	<p>The Bidder must provide five (5) summaries of audits completed within the past 10 years in Canada by the Project Manager/Lead where they demonstrate their experience conducting recipient audits similar in scope to that set out in the Statement of Work (in Annex A). Bidders must use the <u>Client Audit Summary Form (Attachment 2 to Part 4)</u> to submit this information as part of their technical proposal. No alternative format will be accepted.</p> <p>To be considered similar in scope, project summaries must include or address the following elements regarding the Project/Manager Lead:</p>		

	<p>a. Their contribution as the lead consultant;</p> <p>b. Their active involvement in all of the following activities:</p> <ol style="list-style-type: none"> i. Liaising with and (de-)briefing the Project Authority; ii. Conducting interviews; iii. Reviewing tasks performed by recipients; iv. Assessing internal controls related to agreements; v. Identifying issues and opportunities to address those issues; vi. Assessing financial and non-financial aspects of agreements; vii. Analysing and synthesizing results; viii. Drafting audits; ix. Presenting findings to the Project Authority; x. Writing final audits and executive summaries <p>c. At least two (2) of the five (5) summaries provided must be audits of programs delivered by Canadian government organizations. The details of each audit must include :</p> <ul style="list-style-type: none"> ▪ Audit name (including contribution agreement and recipient name, as applicable); ▪ Client name (including the sub-organization within the client's organization for which the audit was conducted); ▪ Audit objectives; ▪ Objectives, scope (number of contribution years covered, audited amount), and outcome of the project which clearly demonstrate the relevance of the project to the requirement stated in the Statement of Work (in Annex A); ▪ Duration of the audit (in months) and the proposed resource's level of effort (in days); and ▪ Client reference (including name, title, current telephone number). 		
MT2	<p>Using the <u>Proposed Resource Credentials Form</u> (Attachment 3 to Part 4), the Bidder must provide detailed information for each of the proposed resources on all proposed teams whereby the proposed resource demonstrates their experience conducting recipient audits similar in scope to that set out in the Statement of Work (in Annex A).</p> <p>For further clarity, the Bidder must include or address the following elements for each proposed resource:</p> <ol style="list-style-type: none"> a. The team must include only one proposed resource for each of the 4 categories requested; b. Proposed resource's education, professional designations, work experience; and c. All experience must be demonstrated utilizing a listing of the number of months within each audit firm, role and a brief summary of the activities performed. 		

	<p>The proposed resources of a proposed team meet the following minimum qualifications and experience related to their role/category:</p> <p>Partner/Managing Director</p> <ul style="list-style-type: none"> • <u>Education/Professional Qualifications:</u> Professional designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); AND • <u>Experience:</u> within the past ten (10) years*, must have a minimum of eight (8) cumulative years of audit experience including at least two (2) cumulative years of recipient/contribution agreement audit experience. <p>Project Manager/Leader</p> <ul style="list-style-type: none"> • <u>Education/Professional Qualifications:</u> Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; AND • <u>Experience:</u> within the past ten (10) years*, must have a minimum of six (6) cumulative years of audit experience including at least two (2) cumulative years of recipient/contribution agreement audit experience AND at least two (2) cumulative years of experience in leading projects relevant to the Stream. <p>Senior Auditor</p> <ul style="list-style-type: none"> • <u>Education/Professional Qualifications:</u> Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; AND • <u>Experience:</u> within the past ten (10) years*, must have a minimum of three (3) cumulative years of audit experience OR a minimum of three (3) cumulative years in managing transfer payments. <p>Auditor</p> <ul style="list-style-type: none"> • <u>Education/Professional Qualifications:</u> Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; OR a degree/diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; AND • <u>Experience:</u> within the past ten (10) years*, must have a minimum of two (2) cumulative years of audit experience. <p>The Bidder must use the Proposed Resource Credentials Form (Attachment 3 to Part 4) to submit this information as part of their technical proposal. No alternative format will be accepted.</p>		
MT3	<p>The Bidder must provide a brief description of their understanding of the requirements in the completion of recipient audits including effective project management, quality assurance and liaison with Project Authorities, as well as, identifying and dealing with problems and constraints that may arise.</p>		

	<p>The brief description must detail the tools and techniques used to ensure a project was completed on time, the management processes for ensuring projects remained within budget, and the processes for quality.</p> <p>Note: This is separate from the other mandatory technical criteria.</p>		
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1.4 Point-Rated Criteria

a) Bids that meet all the mandatory corporate, financial, and technical criteria will be evaluated according to the tables below. Bids which fail to obtain the required minimum number of points specified for each criterion will be declared non-responsive. Each point-rated criterion should be addressed separately.

b) Each point-rated technical criterion must be from five different recipient audits and different transfer payment programs. Recipient audits can be from the same client, but must be from different transfer payment programs.

1.4.1 Point-Rated Corporate Criteria

The point-rated corporate criteria is as follows:

Point-Rated Corporate Criteria (PRC)			
Item	Description	Points	Substantiation / Cross Reference to Proposal
PRC1	<p>Based on the information provided in MT3, the Bidder will be awarded up the maximum points for each element as follows:</p> <ul style="list-style-type: none"> • Demonstrates effectively applied project management tools and principles = 5 points • Includes quality assurance practices and processes proven to be effective = 8 points • Includes liaising and debriefings with Project Authorities = 2 points • Includes effective budget management tools, practices, and principles = 5 points <p>Note: The Bidder must score the full 2 points for “liaising and debriefing Project Authorities” for each audit in addition to the minimum overall pass mark for this criterion.</p>	<p>20 points max</p> <p>Minimum required is 12 points</p>	
PRC2	<p>Based on the information provided in MT2, the Bidder proposes one team located in the western region (provinces west of and including Manitoba) AND a second team in the eastern region (provinces east of and including Ontario) who meet the following criteria:</p>	2 points	

	<p>i. Both of these teams must also be responsive in that they meet all mandatory criteria and score the minimum number of points for all criteria subject to a point rating.</p> <p>ii. All resources proposed for a region, with the exception of the Partner/Manager Director, must be located in the regions proposed.</p> <p>Meets items i and ii for PRC1 (above) = 2 Points</p> <p>Does NOT meet items i and ii for PRC1 (above) = 0 points</p>		
	Total Maximum Point-Rated Corporate Criteria (PRC) Score:	22 points	
	Minimum Pass Mark for PRC Criteria:	12 points	

1.4.2 Point-Rated Technical Criterion

The point-rated technical criterion is as follows:

Point-Rated Technical Criterion (PRT)			
Item	Description	Points	Substantiation / Cross Reference to Proposal
The Bidder's Proposed Resources (by Resource Category)			
PRT1	<p>Project/Manager Lead(s): Using the information provided in MT1, points will be awarded for each audit based on the relevance of the audit to the Statement of Work (in Annex A) as follows:</p> <ul style="list-style-type: none"> ▪ 0 points - Not relevant; ▪ 1 point - Little relevance; ▪ 2 points - Moderate relevance; ▪ 3 points - Significant relevance; and, ▪ 4 points – Relevant <p>A relevant audit (worth 4 points) would have audit objectives/criteria similar to that provided in the Statement of Work (in Annex A; including financial and non-financial components) with tests of internal controls.</p>	<p>maximum: 20 points</p> <p>minimum pass mark: 14 points</p> <p>Up to 4 points per audit</p> <p>For 5 audits</p>	
	Total Maximum Point-Rated Technical Criteria (PRT) Score:	20 points	
	Minimum Pass Mark for PRT Criteria:	14 points	

ATTACHMENT 2 TO PART 4, CLIENT AUDIT SUMMARY FORM

Client Audit Summary Form		
Bidder's Name		
Proposed Resource Name & Category		
Client / Reference Identification	Organization	
	Contact Name	
	Contact Title (optional)	
	Contact Phone	
	Contact E-Mail Address	
Audit Details	Role of the proposed resource and relevant duties performed	
	Audit name	
	Contribution Agreement and Recipient name, as applicable	
	Sub-organization of the Recipient	
	Duration of the audit (months)	
	Audited amount	
	Objective	
	Scope	
Outcome of the audit (which clearly demonstrates the relevance)		
Items below are for INFC Evaluation Purposes Only		
Have all non-optional fields above been completed?	<input type="radio"/> Yes <input type="radio"/> No	
The reference was contacted.	<input type="radio"/> Yes <input type="radio"/> No	
If yes, was the reference able to confirm all the information in the Audit Details sub-section above?	Comments from reference:	

ATTACHMENT 3 TO PART 4, PROPOSED RESOURCE CREDENTIALS FORM

Proposed Resource Credentials Form		
Bidder's Name		
Proposed Resource's Identification	Name	
	Category	
	Team	
	Location	[Province]
Proposed Resource's Credentials	Education / Degree obtained	
	Professional Designation(s)	
	Work experience (in months) in the stated resource category (above)	<p><i>For example:</i></p> <ul style="list-style-type: none"> - 6 months conducting [audit X] at [Organization Y] from [dates A to B] as [role G] where [they did L, M, and N] - 18 months conducting [audit W] at [organization Z] from [dates C to D] as [role H] where [they did O, P, and Q] <p><i>Total Experience: 24 months</i></p>
Items below are for INFC Evaluation Purposes Only		
Have all fields above been completed?	<input type="radio"/> Yes	<input type="radio"/> No
Is this proposed resource only proposed for one team in the Bidder's technical proposal?	<input type="radio"/> Yes	<input type="radio"/> No
	Comments (if no):	

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications and Additional Information Required with the Bid

5.1.1 Integrity Provisions – Declaration of convicted Offences

In accordance with the [Integrity Provisions of the Standard Instructions](#), all bidders must provide with their bid, if applicable, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid List" at the time of contract award.

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 Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

5.2.3 Additional Certifications Required Precedent to Contract Award

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award .

ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

1. 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 Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html).

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

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: 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 permanent full-time and / or permanent part-time employees.
- A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- 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. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

or

- B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

2. Status and Availability of Resources

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

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

3. Education and Experience

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

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

6.1.1 At the date of bid closing, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

- 6.1.2 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 – RESULTING CONTRACT CLAUSES

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.0 Statement of Work

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

2.0 Task Authorization

A. Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E Model Task Authorization Form. An authorized TA is a completed Annex E signed by the TA Authority.

C. TA Authority and Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$ [bidder to include in their financial proposal], Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 3.0 Canada’s Total Liability, Portion of Work - Cumulative Total of all authorized TAs – Authorized Travel and Living Expenses in Annex B, Terms of Payment not being exceeded.

E. TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex E Model Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
 - the details of the activities or revised activities to be performed;
 - a description of the deliverables or revised deliverables to be submitted; and
 - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task.

F. Within 4 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B;
3. and; for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Persons clause of the Contract:
 - a) a completed Proposed Resource Credentials Form;
 - b) a completed Audit Summary Form; and
 - c) a demonstration that the proposed resource meets :
 - i. the Contract security requirements;
 - ii. any mandatory technical criteria; and
 - iii. any applicable point-rated criteria subject to a minimum pass mark.

G. TA Authorization

1. The TA Authority will authorize the TA based on:
 - the request submitted to the Contractor pursuant to paragraph F of this clause;
 - the Contractor's response received, submitted pursuant to paragraph G of this clause; and
 - the agreed total estimated cost for performing the task or, as applicable, revised task.
2. The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F.3 of this clause.
3. The authorized TA will be issued to the Contractor by email as an email attachment in PDF format.

H. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 3.0 Canada's Total Liability, Portion of work - Cumulative Total of all authorized TAs – Authorized Travel & Living Expenses in Annex B, Terms of Payment; and "Minimum Contract Value" means 5% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

I. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs I.3 and I.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;

- the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- the sum (Applicable Taxes extra) specified in clause 3.0 Canada's Total Liability in Annex B, Terms of Payment, as last amended;
 - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
 - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

3.0 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.

3.1 General Conditions

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

3.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

3.3 Specific Persons

a) The Contractor must provide the services of the following persons (and their respective roles) to perform the Work as stated in the Contract:

- i. Managing Partner: [bidder to insert in its technical proposal]
- ii. Project Manager/Lead for team "A": [bidder to insert in its technical proposal]
- iii. Senior Auditor for team "A": [bidder to insert in its technical proposal]
- iv. Auditor for team "A": [bidder to insert in its technical proposal]
- v. Project Manager/Lead for team "B": [bidder to insert in its technical proposal]
- vi. Senior Auditor for team "B": [bidder to insert in its technical proposal]
- vii. Auditor for team "B": [bidder to insert in its technical proposal]

4.0 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Project and Contracting Authorities before they are given access to information by or on behalf of Canada in connection with the Work.

5.0 Security Requirement

5.1 The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, 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 Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (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 up to the level of Protected 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)

5.2 Contractor's Site or Premises Requiring Safeguarding Measures

5.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

5.2.2 The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Contractor and proposed individuals hold a valid security clearance at the required level.

6.0 Term of Contract

6.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

6.2 Option to Extend the Contract

a) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

b) Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.0 Authorities

7.1 Contracting Authority

The Contracting Authority for the Contract [will be identified at Contract Award].

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

7.2 Project Authority

The Project Authority for the Contract [will be identified at Contract Award].

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

7.3 Contractor's Representative

The Contractor's representative for the Contract [will be determined at Contract Award].

8.0 Payment

For all clauses related to payment, refer to Annex B, Terms of Payment.

9.0 Certifications and Additional Information

9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

9.2 Federal Contractors Program for Employment Equity - Default by the 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 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#>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

10.0 Applicable Laws

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

11.0 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Terms of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes and revisions, if any); and
- (g) the Contractor's bid dated [to be identified at Contract Award].

12.0 Insurance

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

ANNEX A, STATEMENT OF WORK

1.0 TITLE

Recipient Audit Services for Grant & Contribution and Transfer Payment Programs

2.0 OBJECTIVE

Infrastructure Canada (INFC) requires the services of an audit firm to perform recipient audits across Canada and documenting compliance on an as-required basis. The audit activities will cover a wide variety of INFC funding programming for the various types of recipients. The audit activities will determine whether or not the recipients are compliant with the agreements negotiated between the parties involved.

3.0 BACKGROUND

INFC provides long-term, predictable support to create world-class modern public infrastructure. INFC works closely with all orders of government (i.e. Provinces, Territories, and Municipalities) and other partners to enable investments in social, green, public transit and other core public infrastructure, as well as trade and transportation infrastructure. The investments are established through negotiated program agreements, which are accompanied with audit clauses mandated through Treasury Board of Canada, which prescribe INFC's requirements to audit their recipients.

INFC engages in agreements with recipients that can represent many projects under an agreement (referred to as a program) or just one project under the agreement. Recipients range from all orders of government across Canada to direct project recipients such as for-profit and non-for-profit organizations. The level of complexity of an audit will be determined by the compliance clauses within the agreements between INFC and the recipient. In general, the audits will focus on the administration, financial management and the reporting systems used in managing the program/project. Where agreements are made with the various orders of government, audits will primarily focus on the administration and reporting systems with a minimal review of the financial management of the program/project.

Previously, INFC collaborated with Transport Canada (TC) in a joint Recipient Audit Pilot project to undertake recipient audits. The objectives of this pilot were to provide INFC with actual experience in conducting recipient auditing and define and improve its audit processes (i.e. cost, procurement, sampling and scope) including testing of its risk-based approach to identify candidates for recipient auditing. This pilot project has ended and it has been determined that INFC requires full autonomy over a service contract to implement a higher volume of audits than previously conducted.

4.0 DESCRIPTION OF RESOURCE CATEGORIES

4.1 Partner/Managing Director

May be an owner of the firm. The resource exercises project sign-off authority on behalf of the Contractor, and oversees and assures the quality of work of Project Managers/Leaders responsible for individual projects. Negotiates the final agreement for the Work on behalf of the firm. Supervises the creation, development and implementation of significantly new or modified audit approaches to solve problems and obtains approval from the Project Authority for their application. Reports progress of the project on an as needed basis and at key milestones in the life cycle. Meets with senior level auditees, as required, to outline audit objectives and approaches, to gather key perspectives, and to present audit observations and recommendations.

4.2 Project Manager/Leader

Manages the project team during the planning, implementation and reporting phases of the audit Work. Ensures that resources are made available and that the project is developed and is fully implemented within agreed time, cost and performance parameters of the Contract. Determines budgetary requirements, the composition, roles and responsibilities and deadlines for the project team. Defines and documents the objectives and scope for the project. Identifies problems impeding successful completion of the project and proposes, develops and implements significantly new or modified audit approaches to solve them. Reports progress of the project to the Project Authority on an ongoing basis and at scheduled points in the life cycle. Meets with auditee management to outline audit objectives and approaches, to gather key perspectives, and to present audit observations and recommendations. Prepares plans, charts, tables and diagrams to assist in presenting or displaying observations and recommendations.

4.3 Senior Auditor

Develops and designs approaches and programs for significant segments of projects. Participates in the development of the overall plan and strategy for specific projects. Carries-out, or supervises auditors and junior auditors in the performance of project tasks according to approved programs or plans. Prepares and presents project observations and recommendations to the Project Manager/Leader for approval. Presents observations and findings from work completed to the Project Authority and to auditees. Drafts and revises audit reports.

4.4 Auditor

Participates in the planning, conduct and reporting phases of projects. Organizes and conducts project tasks according to approved programs or plans. Drafts portions of, or content leading to, drafts and final reports, including audit observations, conclusions and recommendations. Presents oral briefings and debriefings to auditees on assigned segments of projects.

5.0 SCOPE OF SERVICES

5.1 Stream 8: Recipient/Contribution Agreement Audit

This Stream will require the services of professionals to provide expert services and advice in support of recipient/contribution agreement audit.

A recipient audit is an independent assessment to provide assurance of a recipient's compliance with the terms and conditions of an agreement. The actual scope of each recipient audit, level of contractor effort and location of audit fieldwork days will vary throughout the implementation of the service contract. The recipient to be audited may include, but would not be restricted to: provinces, territories, and municipalities, private not-for profit and private for profit entities, including provincial/territorial/municipal agencies and universities. In general, the location of the fieldwork days shall be the headquarters of the recipient. The audits will focus on the on the administration, financial management and the reporting systems used in managing the program/project.

In this context, the scope of an audit will assess recipient compliance with an agreement's terms and conditions through any or all of the following:

- Assess financial and non-financial aspects/requirements of an agreement;
- Validate the eligibility of expenditures incurred by the Recipient;
- Review tasks performed by the Recipient in conducting its activity, initiative or project;
- Validate the accuracy and integrity of reports submitted; and,
- Assess internal controls related to the agreement, either internally or with subsidiary organizations, as appropriate, to help ensure that adequate oversight is in place.

Should the headquarters of the recipient be located within a Comprehensive Land Claim Settlement Area, the Contractor must notify the Project Authority of any potential on-site presence required to complete the audit at least 30 calendar days prior to the visit.

5.2 Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. For the Experience requirements, the applicable period during which experience should fall within (e.g. "within the past x years*,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

Partner/Managing Director

- Education/Professional Qualifications: Professional designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- Experience: within the past ten (10) years*, must have a minimum of eight (8) cumulative years of audit experience including at least two (2) cumulative years of recipient/contribution agreement audit experience.

Project Manager/Leader

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years*, must have a minimum of six (6) cumulative years of audit experience including at least two (2) cumulative years of recipient/contribution agreement audit experience **AND** at least two (2) cumulative years of experience in leading projects relevant to the Stream.

Senior Auditor

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years*, must have a minimum of three (3) cumulative years of audit experience **OR** a minimum of three (3) cumulative years in managing transfer payments.

Auditor

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **OR** a degree/diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years*, must have a minimum of two (2) cumulative years of audit experience.

6.0 TASKS

The key tasks associated with each phase of a recipient audit are as follows:

6.1 Planning Phase:

- Confirmation, of the description of work, communication and project management protocols with the Project Authority;
- Identification and review of relevant background documentation (including results of previous relevant audits);

- Identification of potential planning interviews and scheduling;
- Development of interview guides and conduct initial/planning interviews (if required);
- Finalization and confirmation of audit work plan, project schedule, including timeline, sampling methodology and travels plans with the Project Authority (those information's are to be included in the Task Authorization (Annex E) for the Project Authority's approval);
- Confirmation of the resources to be assigned to each audit, including number of person-days with the Project Authority and the project lead(s) (those information's are to be included in the Task Authorization (Annex E) for the Project Authority's approval);
- A signed letter on company letterhead accompanying the proposal that includes the Contractor's business, GST and call-up number;
- An initial meeting will be held is to review the requirements of each audit, discuss the program approach, and highlight relevant issues / information to ensure that the planning, examination and reporting phases of any audit conducted through this contract are conducted efficiently and in a manner suitable to the Project Authority; and,
- For any audit conducted through the contract, a meeting may be called with the Contractor by the Project Authority or the project lead(s) to discuss the objectives and highlight any relevant issues to ensure that the planning, examination and reporting phases of any audit is conducted effectively and efficiently.

6.2 Execution Phase:

- Conduct of interviews, if required;
- Documentation and assessment of evidence related to audit criteria which may include the Recipient's key program administration, financial and management reporting controls and procedures;
- Examination of individual files the Contractor has identified for testing;
- Analysis and synthesis of results of examination phase;
- A debrief to the Project Authority and project lead(s) on a regular basis;
- A monthly status report to the Project Authority that includes; the status of each project, the budget, the billings, the balance and any other relevant information under the specific project; and,
- Additional tasks may be required and must be included in the audit work plan which must be approved by the Project Authority.

6.3 Reporting Phase:

- Develop the draft audit report;
- A meeting to present findings to Project Authority and the project lead(s);
- Develop final audit report, including executive summary; and,
- Ensure the final audit report has been approved by the Project Authority before it goes to the Recipient.

7.0 CLIENT SUPPORT

The following assistance and direction will be provided by INFC, as appropriate, to the Contractor:

- Provide the relevant agreement details as well as specific criteria to define the scope of each audit;
- Provide copies of agreement(s) and other relevant reports and information as required;
- Meet with the Contractor for clarifications prior to carrying out each audit;
- Consider any request from the Contractor for changes to the audit work plan,;
- Provide the Recipient with advance notice of the nature and timeframe of the audit;

- Ensure that the Recipient establishes a contact who will be the Recipient's representative through whom coordination of the audit fieldwork requirements will be arranged; and,
- Review all presentation materials and deliverables of the Contractor.

Note: Facilities and equipment (including work space) will not be provided by INFC to the Contractor.

8.0 DELIVERABLES

The work is to be performed on an as and when required basis to satisfy the audit requirements of the Project Authority and project lead(s) as defined in each Task Authorization. The following are the typical deliverables and milestones required in conducting a recipient audit:

- Deliverable 1: Detailed audit work plan
- Deliverable 2: Status Report
- Deliverable 3: Presentation of a summary of findings
- Deliverable 4: Submission of Preliminary and Final reports accepted by Infrastructure Canada

In addition:

- All deliverables must be approved by the Project Authority for acceptance to occur; and,
- All timelines to deliver the above deliverables will be determined based on the audit deliverable(s), scope of the audit, and the availability of the stakeholders involved.
- Delivery of all deliverables (which include stakeholder engagement in provinces, territories, and municipalities) must be to the Project Authority in Ottawa via email.

8.1 Detailed audit work plan:

The Contractor must provide the Project Authority, prior to the beginning of the planning phase of an audit, an audit plan with all key dates identified, as well as travel plans. The Project Authority will review and authorize each audit plan before the Work can commence. Any obligations, previous commitments or other conditions that are known to the Contractor that will impact on the availability of the resources identified in the proposal, or impede the delivery of the project in any way, must be disclosed to the Project Authority in advance or, if not known in advance, as soon as it becomes known. Any assumptions being made by the Contractor in arriving at the dates identified in the schedule must be clearly stated within the audit plan.

8.2 Status Report:

8.2.1 Progress Report for the Project Authority:

The Contractor must regularly update the Progress Report for the Project Authority and the project lead(s) with regards to the current status of the audit activities, the reasons for target dates not being met (if applicable), and the next forecasted activities (including those not met in previous period), problems encountered, changes in the direction of the audit and any important findings. The Project Authority and project lead(s) must be made aware immediately of any serious issues or findings encountered in the course of the audit. The Project Authority and project lead(s) must immediately be notified if work outside the scope of a contract resulting from this Request for Proposal is required in order to complete the audit. Prior to undertaking any work outside the scope, approval from the Contracting Authority must be sought.

8.2.2 Status report to support billing

To support the billing, the Contractor must provide a status report to the Project Authority. This status report must include the current status of each audit with financial information*. For each project requested by the project lead(s), the tasks and the current status of the audit activities will be defined in order to

ensure all the parties are made aware as the next steps. It will be expected that this report be updated on a regular basis and as requested by the Project Authority.

It is generally expected that the status report for any specific project will include these basic elements but not limited to:

- The Task Requisition number;
- The budgeted fees for the task;
- The fees invoiced;
- The balances to be invoiced; and,
- Status of the audit (information that includes the current stage of the audit, in order for the Project Authority to know where the file stands).

* **Note:** All elements invoiced will be reconciled against that Status Report (hours vs. work done or travel vs. tasks identified).

8.3 Presentation of a summary of findings:

At the completion of the planning phase, the Contractor must submit a summary of findings which will serve as a basis for the debriefing with the Project Authority and project lead(s). The Summary of Findings provides a brief overview of the examinations completed, any findings and recommendations, a summary of any financial adjustments including explanations for each adjustment, and any general observations or conclusions.

8.4 Submission of Preliminary and Final reports accepted by Infrastructure Canada:

The Contractor must provide, by the deadline established in the approved audit work plan, the Preliminary and Final reports (respective to the audit phase), which renders conclusions on each audit objective, including but not limited to:

- Audit objectives and scope;
- Audit observations, conclusions and recommendations for each audit objective and criteria, including any verification procedures performed as well as a description of the sample selection; and,
- The Contractor's professional opinion.

Final invoice payment, at the conclusion of the audit activity, will be released upon the acceptance of the Final report by the Project Authority.

Conclusions expressed in the audit reports will result from the synthesis of information gathered during all phases of the audit. Conclusions and observations contained in the audit report are expected to reflect the Contractor's analytical abilities and professional judgment. The Final report must include recommendations for improvement or compliance where appropriate. Any conclusions or observations specifically directed towards INFC program administration (as opposed to the Recipient) will be contained in a separate Management Letter addressed to the Project Authority. The Contractor is expected to make reasonable effort in order to obtain Recipient response on the conclusions, observations and findings before incorporation into the Final Report.

IMPORTANT NOTE: Normally, the Recipient should be given 3 weeks in order to provide a response; however, more or less time can be allotted depending on the complexity/number of observations and findings as well as Recipient availability. If the Recipient response is not forthcoming by the due date, the Contractor may complete the drafting of the Final Report without Recipient response.

9.0 OFFICIAL LANGUAGES

It is imperative that the Contractor's team includes at least one individual fluent in both official languages in order to communicate verbally and in writing in the preferred official language of an audit's participants. All other team members must be able to communicate fluently both verbally and in writing in at least one official language.

All deliverables and where applicable communications between stakeholders involved in the audit activities must be produced by the Contractor in both official languages.

10.0 MEETINGS

The Contractor must attend a series of engagements between the Project Authority, project lead(s), and the Recipient being audited. Meetings will include, but are not limited to:

1. Launch meetings with project lead(s);
2. Planning meetings with project lead(s);
3. Fieldwork days with Recipient; and,
4. Follow-up sessions after acceptance of deliverables, where necessary.

11.0 TRAVEL

In cases where the Contractor has no office and no representation in the city where the Recipient or source of information for the audit resides, INFC will reimburse reasonable and appropriate travel and living expenses incurred during the performance of the work in accordance with the Treasury Board of Canada policies and directives in effect at the time of travel. All travel must be approved by the Project Authority in advance. It is expected that travel will be required in order to complete the examination phase of an audit. The Contractor must take every effort to limit travel costs to the minimum necessary and where required use the most economical means to deliver the business of government. This would include rationale why virtual presence or other remote meeting solutions were not applied.

ANNEX B, TERMS OF PAYMENT

1.0 Basis of Payment

a) During the period of the Contract, for Work (in Annex A, Statement of Work) performed in accordance with the Contract, the Contractor will be paid all inclusive fixed time rates as specified in articles 1.1 Professional Fees and 1.2. Professional Fees – Option to Extend the Term of the Contract (below). Customs duties are included and Applicable Taxes are extra.

b) With the exception of the all inclusive fixed time rates specified in articles 1.1 Professional Fees and 1.2. Professional Fees – Option to Extend the Term of the Contract (below), the amounts shown in this annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Contracting Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in article 3.0 Canada's Total Liability in Annex B, Terms of Payment (below).

c) For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

d) The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

e) Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

1.1 Professional Fees

The Contractor will be paid all inclusive fixed time rates (where Applicable Taxes are extra) as follows for the resource categories in stream 8 identified below:

1. Contract Period 1 – from Contract Award to March 31, 2020:

a) Partner/Managing Director

- i. All-inclusive per diem rate: \$ [bidder to include in its financial proposal]
- ii. Estimated Level of Effort: 17 days
- iii. Estimated Total: \$[bidder to include in its financial proposal]

b) Project Manager/Lead

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Project Manager/Lead: 68 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

c) Senior Auditor

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Senior Auditor: 140 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]

v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

d) Auditor

i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]

ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]

iii. Estimated Level of Effort for each Auditor: 102 days

iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]

v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

2. Contract Period 2 – from April 1, 2020 to March 31, 2021:

a) Partner/Managing Director

i. All-inclusive per diem rate: \$ [bidder to include in its financial proposal]

ii. Estimated Level of Effort: 17 days

iii. Estimated Total: \$[bidder to include in its financial proposal]

b) Project Manager/Lead

i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]

ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]

iii. Estimated Level of Effort for each Project Manager/Lead: 68 days

iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]

v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

c) Senior Auditor

i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]

ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]

iii. Estimated Level of Effort for each Senior Auditor: 153 days

iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]

v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

d) Auditor

i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]

ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]

iii. Estimated Level of Effort for each Auditor: 102 days

iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]

v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

3. Contract Period 3 – from April 1, 2021 to March 31, 2022:

a) Partner/Managing Director

i. All-inclusive per diem rate: \$ [bidder to include in its financial proposal]

ii. Estimated Level of Effort: 17 days

iii. Estimated Total: \$[bidder to include in its financial proposal]

b) Project Manager/Lead

i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]

ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]

iii. Estimated Level of Effort for each Project Manager/Lead: 68 days

iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]

v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

c) Senior Auditor

i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]

- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Senior Auditor: 153 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

d) Auditor

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Auditor: 102 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

4. Total Estimated Costs of all Professional Fees

- i. Total Estimated Cost of all Professional Fees for team "A": \$ [bidder to include in its financial proposal]
- ii. Total Estimated Cost of all Professional Fees for team "B": \$ [bidder to include in its financial proposal]

1.2 Professional Fees - Option to Extend the Term of the Contract

- a) This section is only applicable if the option to extend the Contract is exercised by Canada.
- b) During the option periods, the Contractor will be paid all inclusive fixed time rates (where Applicable Taxes are extra) as follows for the resource categories in stream 8 identified below:

1. Option Period 1 – from April 1, 2022 to March 31, 2023:

a) Partner/Managing Director

- i. All-inclusive per diem rate: \$ [bidder to include in its financial proposal]
- ii. Estimated Level of Effort: 17 days
- iii. Estimated Total: \$ [bidder to include in its financial proposal]

b) Project Manager/Lead

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Project Manager/Lead: 68 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

c) Senior Auditor

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Senior Auditor: 153 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

d) Auditor

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Auditor: 102 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

2. Option Period 2 – from April 1, 2023 to March 31, 2024:

a) Partner/Managing Director

- i. All-inclusive per diem rate: \$ [bidder to include in its financial proposal]
- ii. Estimated Level of Effort: 17 days
- iii. Estimated Total: \$[bidder to include in its financial proposal]

b) Project Manager/Lead

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Project Manager/Lead: 68 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

c) Senior Auditor

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Senior Auditor: 153 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

d) Auditor

- i. All-inclusive per diem rate for team "A" : \$ [bidder to include in its financial proposal]
- ii. All-inclusive per diem rate for team "B" : \$ [bidder to include in its financial proposal]
- iii. Estimated Level of Effort for each Auditor: 102 days
- iv. Estimated Total for team "A" : \$ [bidder to include in its financial proposal]
- v. Estimated Total for team "B" : \$ [bidder to include in its financial proposal]

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

- i. Concerning the requirements to travel described in section 11 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside a radius of 100 kilometers of the Contractor's place of business, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle 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".
- ii. Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.
- iii. All travel must have the prior authorization of the Project Authority.
- iv. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.
- vi. Total Estimated Cost of Authorized Travel and Living Expenses: \$ [to be determined at Contract Award]

3.0 Canada's Total Liability

3.1 Portion of the Work – Cumulative Total of all authorized TAs – Authorized Travel and Living Expenses for Work

- A. With respect to the portion of the Work that is to be performed under the Contract on an “as and when requested basis”, authorized travel and living expenses, and Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ [to be identified at contract award]. Customs duties are included and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - 1. when it is 75 percent committed, or
 - 2. four (4) months before the contract expiry date,
 - 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work on an “as and when requested basis”, authorized travel and living expenses for work, and Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions to which paragraph 3.1.A (above) applies,whichever comes first.
- D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.0 Method of Payment - Monthly

For the Work described in the Statement of Work in Annex A or the Work described in an authorized TA, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

5.0 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument: direct deposit.

6.0 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit applies to and forms part of this Contract.

7.0 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification applies to and forms part of this Contract.

8.0 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
3. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

ANNEX C, SECURITY REQUIREMENTS CHECK LIST

The security requirements check list for this requirement can be found on the following four pages.

COMMON-PS-SRCL#9



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat PS2011
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
INFRASTRUCTURE CANADA	PROGRAM INTEGRATION / OPERATIONS
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 TO CONDUCT RECIPIENT AUDITS ON BEHALF OF INFRASTRUCTURE CANADA, THE AUDITOR WILL LEAD IN THE DEVELOPMENT AND IMPLEMENTATION OF ALL AUDIT ACTIVITIES.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à <input type="checkbox"/>
Restricted to: / Limité à <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED



COMMON-PS-SRCL#9



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

PS2011

Security Classification / Classification de sécurité
UNCLASSIFIED

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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

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? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel
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 EMBLEMES | | | |

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED



COMMON-PS-SRCL#9



Contract Number / Numéro du contrat <i>PS2011</i>
Security Classification / Classification de sécurité UNCLASSIFIED

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 / CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED	CONFIDENTIAL	SECRET	COMINT / COMINT	PROTECTED / PROTÉGÉ			TOP SECRET / TRÈS SECRET	
							AATC / DIFFUSION RESTRICTION	NATO CONFIDENTIAL	NATO SECRET		A	B	C		
Information / Assets / renseignements / Biens / Production		✓													
IT Media / Support / TI / Média / Support		✓													
IT Code / Code informatique															

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).

COMMON-PS-SRCL#9



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat PS2011
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres mouillées) STÉPHANIE PHANEUF	Title - Titre MANAGER	Signature* <i>[Signature]</i>	
Telephone No. - N° de téléphone 613-948-9241	Facsimile No. - N° de télécopieur 613-948-2963	E-mail address - Adresse courriel STEPHANIE.PHANEUF2@CANADA.CA	Date 18/07/19
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres mouillées) Pascal Blier	Title - Titre Security Officer	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone 613-957-2314	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel pascal.blier@canada.ca	Date 2019/08/12
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres mouillées) Richard Soulliere	Title - Titre Contracting Specialist	Signature Richard Soulliere	
Telephone No. - N° de téléphone 613-948-6382	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel richard.soulliere@canada.ca	Date 13 Aug. 2019
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres mouillées)	Title - Titre	Signature Saumur, Jacques O	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division | Division des contrats sécurité /
Contract Security Program | Programme de sécurité des contrats /
Public Services and Procurement Canada | Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

ANNEX D, NON-DISCLOSURE AGREEMENT

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

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

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

I agree that the obligation of this agreement will survive the completion of the Contract No.: _____.

Signature

Date

Printed Name:

ANNEX E, MODEL TASK AUTHORIZATION FORM

Task Authorization (TA)			
Supplier's Name:		Contract Number:	
Address:		Fund Centre:	
Task Authorization Number:		Date:	
New TA (if applicable)			
Total Estimated Cost of the new Task (excluding Applicable Taxes):		\$	
TA Revisions (if applicable)			
TA Revision #:		Authorized Increase or Decrease (excluding GST/HST):	\$
Total Revised Estimated Cost of the Task (excluding Applicable Taxes):		\$	
Required Work (For completion by a project authority)			
1. Description of the Work to Be Performed			
Statement of Work			
Description of any Deliverables Required:			
(including the required format and media)			
(Describe any reporting obligations and deadlines for submitting the reports as they apply to the resulting contract.)			
2. Period of Services		From:	To:
3. Work Location:			
4. Travel Requirement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specify:
5. Other Conditions/Restrains:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specify:
6. Contract Security Requirements			
<input type="checkbox"/> No			
<input type="checkbox"/> Yes Refer to the Security Requirements Checklist (SRCL) annex of the contract.			
<input type="checkbox"/> Reliability Status	<input type="checkbox"/> Secret	<input type="checkbox"/> Top Secret	<input type="checkbox"/> Other
8. Language Requirement			

English and French French English

Remarks: | |

TA Proposal

The Contractor is requested to submit their proposal for the performance of this Work (section 9, below) to the Project Authority according to the provisions of the Task Authorization clause of the above referenced contract as soon as possible.

9. Cost Estimate

Category (Level) and Name of the Proposed Resource(s)	PSPC Security File Number	Supplier's Daily Rate	Estimated # of Days	Estimated cost
Professional Services	Sum of Estimated Costs:			
Applicable Taxes:				
Estimated Total Cost of Professional Services:				

Travel and Living	Estimated Cost:	
Applicable Taxes:		
Estimated Total Costs for Travel & Living:		

Estimated Grand Total:		
-------------------------------	--	--

10. Basis of Payment and Invoicing

In accordance with the "Basis of Payment" article in the Contract, payments will be made based on the monthly invoices for services rendered or goods received, subject to full acceptance by the Infrastructure Canada. The total amount of payments must not exceed the value of the Contract.

The Contractor must send invoices, together with any other attachments, in accordance with the "Invoicing Instructions" article in the contract.

11. Authorization

By signing this TA, the Project Authority and the Contracting Authority certify that the content of this TA is in accordance with the Contract.

Name and title of the Project Authority:

| |

Signature _____

Date | |

Name and title of the Contracting Authority:

| |

Signature _____

Date | |

12. Supplier's Signature

Name and title of the person authorized to sign for the supplier:

| |

Signature _____

Date | |