



RETURN OFFERS TO: RETOURNER LES OFFRES À :

Department of Justice Canada
Attention: Kayla Pordonick
Email: Kayla.Pordonick@justice.gc.ca

Ministère de la Justice Canada
Attention: Kayla Pordonick
Courriel: Kayla.Pordonick@justice.gc.ca

REQUEST FOR STANDING OFFER (RFSO) DEMANDE D'OFFRE À COMMANDES (DOC)

Comments - Commentaires

Offer To: Department of Justice 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.

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

L'offre au : Ministère de la Justice 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).

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DOC) en entier, y compris les documents incorporés par renvoi dans la DOC et que :

1. l'offrant considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DOC;
2. cette offre est valide pour la période exigée dans la DOC;
3. tous les renseignements figurant dans l'offre sont complets, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DOC.

Title – Sujet	
Senior ATIP Advisors	
Solicitation No. – N° de l'invitation	Date
1000026615	September 9, 2019
Client Reference No. – N° référence du client	
GETS Reference No. – N° de référence de SEAG	
1000026615	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 2 :00 PM	Eastern Daylight Time (EDT)
on – le October 22, 2019	Heure Avancée de l'Est (HAE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to – Adresser toute demande de renseignements à :	
Kayla Pordonick	
Area code and Telephone No. Code régional et N° de téléphone	E-mail Courriel
	Kayla.Pordonick@justice.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
Ottawa, Ontario	

Instructions: See Herein
Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 SECURITY REQUIREMENTS.....	4
1.4 DEBRIEFINGS.....	4
1.5 OFFICE OF THE PROCUREMENT OMBUDSMAN (OPO)	5
PART 2 - OFFEROR INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF OFFERS	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS	6
2.5 APPLICABLE LAWS.....	6
PART 3 - OFFER PREPARATION INSTRUCTIONS	7
3.1 OFFER PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION	9
ATTACHMENT 1 TO PART 4: TECHNICAL CRITERIA	10
ATTACHMENT 2 TO PART 4: FINANCIAL EVALUATION – PRICING SCHEDULE	14
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	15
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	15
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	15
PART 6 - SECURITY REQUIREMENTS	18
6.1 SECURITY REQUIREMENTS.....	18
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	19
A. STANDING OFFER	19
7.1 OFFER	19
7.2 SECURITY REQUIREMENTS.....	19
7.3 STANDARD CLAUSES AND CONDITIONS.....	19
7.4 TERM OF STANDING OFFER	19
7.5 AUTHORITIES.....	19
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE).....	20
7.7 IDENTIFIED USERS.....	20
7.8 CALL-UP PROCEDURES	20
7.9 CALL-UP INSTRUMENT	21
7.10 LIMITATION OF CALL-UPS	21
7.11 FINANCIAL LIMITATION (TO BE COMPLETED AT STANDING OFFER AWARD)	21
7.12 PRIORITY OF DOCUMENTS (TO BE COMPLETED AT STANDING OFFER AWARD)	21
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION	21
7.14 APPLICABLE LAWS (TO BE COMPLETED AT STANDING OFFER AWARD)	21
7.15 REPLACEMENT OF SPECIFIC INDIVIDUALS	22
B. RESULTING CONTRACT CLAUSES	23
7.1 STATEMENT OF WORK.....	23
7.2 STANDARD CLAUSES AND CONDITIONS.....	23
7.3 TERM OF CONTRACT	23
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE).....	23
7.5 PAYMENT.....	23
7.6 INVOICING INSTRUCTIONS.....	24
7.7 INSURANCE.....	24
7.8 DISPUTE RESOLUTION FOR CANADIAN CONTRACTORS.....	24
7.9 COMPLAINTS BY CANADIAN CONTRACTORS WITH RESPECT TO THE ADMINISTRATION OF THE CONTRACT.....	25



ANNEX A - STATEMENT OF WORK.....26

ANNEX B - BASIS OF PAYMENT30

ANNEX C - SECURITY REQUIREMENTS CHECK LIST31

ANNEX D - INTEGRITY REGIME VERIFICATION FORM34

ANNEX E - SERVICE REQUEST FORM35



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist (SRCL), the Integrity Regime Verification Form, and the Service Request Form.

1.2 Summary

The Department of Justice Canada is looking to acquire the services of up to three (3) bilingual Senior ATIP Advisors from date of Award to December 31, 2020 inclusive, with the option to extend the offer for an additional four (4) periods of one (1) year each.

The Senior ATIP Advisors will apply their expertise in the processing of complex and high profile ATIP requests. More particularly, these resources will provide assistance to the ATIP Office to address the backlog of ATIP requests and the processing of complex files and/or complaints resulting from surges in workload.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA) and the other bilateral trade agreements with Chile, Colombia, Honduras, Korea, Panama, Peru and the Ukraine.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



1.5 Office of the Procurement Ombudsman (OPO)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services.

Should bidders have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

For more information about OPO, including the available services, please visit the [OPO website](#).



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

2.2 Submission of Offers

Offers must be submitted by email to the Contracting Authority (Kayla.Pordonick@justice.gc.ca) by the date and time indicated on page 1 of the Request for Standing Offers.

Offerors must submit Page 1 of this Request for Standing Offers, duly completed and signed and dated by a person authorized to sign on behalf of the Offeror (Vendor/firm).

Due to the nature of the Request for Standing Offers, offers transmitted by facsimile or submitted in person will not be accepted.

2.3 Former Public Servant

Please see article 5.2.5 of Part 5 – Certifications and Additional Information.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The offer must be submitted and separated in attachments to the email as follows:

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications
- Section IV: Additional Information

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) letter size paper formatting; and
- (b) use a numbering system that corresponds to the RFSO.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

Section IV: Additional Information

1. Offeror’s Proposed Individuals Requiring a Security Clearance

As indicated in Part 6 - Security Requirements, the Offeror must provide the required information below, on the proposed individuals who will perform work under this Standing Offer, who require access to classified or protected information or assets.

Full Name (as it appears on the Security Clearance)	Security Screening Certificate and Briefing Form File Number	Level of Security Obtained and Expiry Date
<i>(insert/remove rows as necessary)</i>		

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria (Step 1)

Please see Attachment 1 to Part 4 – Technical Criteria

4.1.1.2 Point Rated Technical Criteria (Step 2)

Please see Attachment 1 to Part 4 – Technical Criteria

4.1.1.2.1 Reference Checks

When the reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send all email reference check requests to contacts supplied by all the Offerors on the same day using the email address provided in the bid. Canada will not award any points unless the response is received within five (5) working days of the date that Canada's email was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Offeror by email, to allow the Offeror to contact its reference directly to ensure that it responds to Canada within the requested five (5) working days. If the individual named by an Offeror is unavailable when required during the evaluation period, the Offeror may provide the name and email address of an alternate contact person from the same client. Offerors will only be provided with this opportunity once for each client, and only if the originally named individual is unavailable to respond (i.e., the Offeror will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The five (5) working days will not be extended to provide additional time for the new contact to respond.

Wherever information provided by a reference differs from the information supplied by the Offeror, the information supplied by the reference will be the information evaluated.

Points will not be allocated if:

- (1) the reference client states he or she is unable or unwilling to provide the information requested, or
- (2) the client reference is not a client of the Offeror itself (for example, the client cannot be the client of an affiliate of the Offeror instead of being a client of the Offeror itself), or
- (3) the client is itself an affiliate or other entity that does not deal at arm's length with the Offeror.

4.1.2 Financial Evaluation (Step 3)

Please see Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

Only compliant offers meeting all of the requirements detailed in Step 1 and Step 2 will be considered at this point.

For bid evaluation and Offeror(s) selection purposes only, the evaluated price of a bid will be determined in accordance with Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

Should there be an error in the extended pricing of the Offeror's bid, the rates shall prevail and the extended pricing shall be correct in the evaluation. Any error in the Offer's financial offer shall be changed to reflect what is stated in the Request for Standing Offer (RFSO).

Failure or refusal to provide a price or rate for any item in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule shall be considered as failing to meet a mandatory requirement of the RFSO and therefore, the Offeror's bid shall be given no further consideration.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.



4.2 Basis of Selection

4.2.1. Basis of Selection – Highest Combined Rating of Technical Merit [75%] and Price [25%]

4.2.1.1 To be declared responsive, an offer must:

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

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

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75% for the technical merit and 25% for the price.

4.2.1.4 To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75%.

4.2.1.5 To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 25%.

4.2.1.6 For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.7 The responsive offers will be ranked in descending order of combined rating of technical merit and price; the responsive offer with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive offers in descending order of combined rating of technical merit and price, up to five (5) will be recommended for award of a standing offer. In the event two or more responsive offers have the same highest combined rating of technical merit and price, these offers will be ranked in ascending order of evaluated prices; the responsive offer with the lowest evaluated price being ranked the highest.

4.2.1.8 The table below illustrates an example where all three offers are responsive and the selection of the ranking of offerors is determined by a 75/25 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (75%) and Price (25%)			
	Offeror 1	Offeror 2	Offeror 3
Overall Score for All the Point Rated Technical Criteria	120/135	98/135	82/135
Offer Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Score	Pricing Score	Combined Rating
Offeror 1	$120/135 \times 75 = 66.67$	$50/60 \times 25 = 20.83$	87.50 (1st)
Offeror 2	$98/135 \times 75 = 54.44$	$50/55 \times 25 = 22.73$	77.17 (2nd)
Offeror 3	$82/135 \times 75 = 45.56$	$50/50 \times 25 = 25.00$	70.56 (3rd)



ATTACHMENT 1 TO PART 4: TECHNICAL CRITERIA

Mandatory Technical Criteria (M)

To be deemed responsive, offers must comply with the requirements of the Request for Standing Offer (RFSO) and meet all mandatory requirements (listed below). Offers which fail to comply with the requirement of the Request for Standing Offer and/or do not meet ALL mandatory requirements will be deemed non-responsive and will be given no further consideration.

The Mandatory Requirements listed below will be evaluated on a simple met/not met (i.e. compliant/non-compliant) basis. Each Mandatory Requirement should be addressed separately. Offers MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance.

Offerors are advised that the month(s) of experience listed for a project or client whose timeframe overlaps that of another referenced project or client will only be counted once. For example: Client 1 timeframe is July 2001 to December 2001; Client 2 timeframe is October 2001 to January 2002; the total months of experience for these two client references is seven (7) months.

Key Terms:

ATIA: Access to Information Act

ATIP: Access of Information and Privacy

CV: Curriculum Vitae

PA: Privacy Act

#	Mandatory Technical Criteria	Cross Reference to Proposal
M1	The Offeror must propose up to three (3) bilingual Senior ATIP Advisors. A detailed CV must be provided for each proposed Senior ATIP Advisor that: <ul style="list-style-type: none"> • Is no more than 20 pages all-inclusive in Letter (8.5x11) format; and • Includes their academic qualifications, work experience, and language proficiency. 	
M2	The Offeror must demonstrate that each proposed Senior ATIP Advisor has a minimum of five (5) years of accumulated experience working in an ATIP Office for the federal government of Canada processing ATIP requests under the ATIA and/or the PA. In order to be compliant with M2, for each project, the following information must be provided: <ul style="list-style-type: none"> • Project title and description, including the roles and responsibility of the proposed Senior ATIP Advisor • Project start and end date (mm/yy) • Name of the federal government of Canada Department/Agency 	
M3	The Offeror must demonstrate that each proposed Senior ATIP Advisor has processed and completed a minimum of one (1) file that resulted in a complaint that required responding to section 35 of the ATIA and/or section 33 of the PA. In order to be compliant with M3, for each file, the following information must be provided: <ul style="list-style-type: none"> • File title and description, including the roles and responsibility of the proposed Senior ATIP Advisor • File start and end date (mm/yy) • Name of the federal government of Canada Department/Agency 	<u>NOTE:</u> The same file(s) can be provided for M3, M4 and R2.
M4	The Offeror must demonstrate that each proposed Senior ATIP Advisor has, in the last year up to the RFSO closing date, processed and completed a minimum of one (1) file using an ATIP case management system to perform various actions (e.g. consultations with third parties, or other government departments and produce correspondence and reports).	<u>NOTE:</u> The same file(s) can be provided for M3, M4 and R2.



Point Rated Technical Criteria (R)

Offers which meet all the Mandatory Technical Criteria will be evaluated and scored as specified in the tables inserted below. Only the proposed resource(s) that meet Mandatory Technical Criteria M2 to M4 will be evaluated and scored in the tables inserted below.

Each Point Rated Technical Criterion should be addressed separately. Point rated criteria not addressed in the Offer will result in a score of zero being assigned against the particular criterion.

Offers should demonstrate compliance with all of the following Point Rated Technical Criteria and should provide the necessary documents or evidence to support compliance. Proposed resources who fail to obtain the required minimum number of points specified for R1 to R3 will not be included in the resulting Standing Offer. Each point rated technical criterion should be addressed separately.

Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two projects referenced is seven (7) months.

Key Terms:

- ATIA: Access to Information Act
- ATIP: Access of Information and Privacy
- OGD: Other Government Department
- PA: Privacy Act

#	Point Rated Technical Criteria	Min/Max Points	Cross Reference to Proposal
R1	<p>The Offeror should demonstrate that each proposed Senior ATIP Advisor has processed and completed ATIP files which required the application of each/either of the two (2) kinds of privilege* recognized by the solicitor client privilege exemption in section 23 of the ATIA and/or section 27 of the PA.</p> <p>In order to obtain points for R1, for each file, the following information should be provided:</p> <ul style="list-style-type: none"> • File title and description, including the roles and responsibility of the proposed Senior ATIP Advisor • File start and end date (mm/yy) • Which of the two kinds of privilege were applicable <p>*The two (2) kinds of privilege include:</p> <ol style="list-style-type: none"> 1. Experience applying the legal advice privilege 2. Experience applying the litigation privilege 	<p>A maximum of 4 files may be submitted for each privilege – maximum 8 files total per resource. 1 point per file, per privilege available.</p> <p>Minimum of 4 points required per resource.</p> <p><i>Maximum of 8 points per resource available.</i></p> <p>NOTE: The same file can be used for both kinds of privilege if they both apply.</p>	
R2	<p>The Offeror should demonstrate by providing a brief written summary for each file, that each proposed Senior ATIP Advisor has processed and completed complex ATIP files in the last ten (10) years up to the RFSO closing date.</p> <p>The level of complexity for each file will be assessed using the following 10 elements and associated points :</p> <ol style="list-style-type: none"> 1. 3 or more consultations involved (specify whether OGD, third party) <i>(No= 0 points, Yes= 1 point)</i> 2. high volume of records to review (500 pages +) <i>(No= 0 points, Yes = 1 point)</i> 3. requirement for consultation with the Department of Justice Canada or the Privy Council Office to confirm cabinet confidences. 	<p>A maximum of 4 files may be submitted per resource– 10 points per file available as per the 10 complexity elements and their associated points.</p> <p>Minimum of 20 points required per resource.</p> <p><i>Maximum of 40 points per resource available.</i></p> <p>NOTE: The same file(s) can be provided for M3, M4 and R2.</p>	



<p>(No= 0 points, Yes= 1 point)</p> <p>4. subject matter newsworthy and/or political (No= 0 points, Yes= 1 point)</p> <p>5. the file has related litigation (No= 0 points, Yes= 1 point)</p> <p>6. similar to other requests received in the past and need to ensure a consistent approach (No= 0 points, Yes= 1 point)</p> <p>7. need to advise or consult subject matter experts regarding the records they submitted or their recommendations for exemptions/exclusions (No= 0 points, Yes= 1 point)</p> <p>8. need to explain/justify with subject matter experts the reasons that information could not be protected (No= 0 points, Yes= 1 point)</p> <p>9. the file involved significant extensions and was managed over a period of time exceeding four (4) months (No= 0 points, Yes= 1 point)</p> <p>10. Need to seek legal advice to process the request (No= 0 points, Yes= 1 point)</p>		
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Because Offeror's can propose up to three (3) resources, the points awarded for R1 and R2 will be determined by using an average score achieved between the proposed Senior ATIP Advisors. Should the average have decimals, .01 to .49 will round down, .50 to .99 will be rounded up.

Average Score – R1 to R2			
#	Resource 1	Resource 2	Resource 3
R1	_____/8 points	_____/8 points	_____/8 points
R2	_____/40 points	_____/40 points	_____/40 points
Total	_____/48 points	_____/48 points	_____/48 points
Average Score	_____/48 points		
<p>NOTE: Each proposed resource must achieve the minimum points per criterion identified in order to be included in the resulting Standing Offer.</p>			

Offerors that have obtained an Average Score of 24 out of 48 points or higher on R1 and R2 will be evaluated on the R3 criteria below			
#	Point Rated Technical Criteria	Points Available	Cross Reference to Proposal
R3	<p>References</p> <p>The Offeror should provide the following information for two (2) different client references for which at least one of the proposed Senior ATIP Advisors completed work for:</p> <ul style="list-style-type: none"> • The name of the client organization; • The name and email address of the client reference; • The dates/duration of they provided services to the client; and • A description of the services provided and the work completed by the proposed Senior ATIP Advisor(s). <p>Each client reference will be contact to provide answers to the following questions:</p>	<p>A maximum of 2 references may be submitted – 3 points per reference as per the 3 questions and their associated points.</p> <p><i>Maximum of 6 points available.</i></p>	



<ol style="list-style-type: none"> 1. Overall, were you satisfied with the quality of the work you received? (Yes = 1 point; No = 0 points) 2. Did the resource(s) provided demonstrate the ability to work independently with little guidance and/or monitoring? (Yes = 1 point; No = 0 points) 3. Would you contract with this company and the resource(s) again? (Yes = 1 point; No = 0 points) 		
---	--	--

TOTAL SCORE	
Average Score R1 and R2	_____/48 points
R3 Score	_____/6 points
OVERALL TECHNICAL SCORE	_____/54 POINTS



ATTACHMENT 2 TO PART 4: FINANCIAL EVALUATION – PRICING SCHEDULE

The Offeror should complete this pricing schedule and include it in its financial offer once completed. As a minimum, the Offeror must respond to this pricing schedule by including in its financial offer for each of the periods specified below its quoted all-inclusive fixed per diem rate (in Canadian \$) for the resource category identified.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the request for standing offers required to be done, delivered or performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).

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

Resource Category:	Senior ATIP Advisor		
Resources Names:	Proposed Resource #1: [insert name] Proposed Resource #2: [insert name] Proposed Resource #3: [insert name]		
Standing Offer Period		Firm All-Inclusive Per Diem Rate	
Initial Period Date of Award to December 31, 2020		\$ [Insert amount]	C1
Option Period #1 January 1, 2021 to December 31, 2021		\$ [Insert amount]	C2
Option Period #2 January 1, 2022 to December 31, 2022		\$ [Insert amount]	C3
Option Period #3 January 1, 2023 to December 31, 2023		\$ [Insert amount]	C4
Option Period #4 January 1, 2024 to December 31, 2024		\$ [Insert amount]	C5

OFFER EVALUATION PRICE = (C1+C2+C3+C4+C5):

\$ [Insert amount]

Taxes (insert tax amount, as applicable) :

\$ [Insert amount]

Total Price :

\$ [Insert amount]

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

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

No overtime charges will be authorized under the Standing Offer. All time worked will be compensated according to paragraph above.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

The Offeror should complete and return the Integrity Regime Verification Form attached in Annex D with the Offer.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5.2.4 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer and determined to be compliant will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.2.5 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below before the issuance of a standing offer.

A. Definitions

For the purposes of this clause "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985,c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

B. Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes** **No**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant: _____;
- b. date of termination of employment or retirement from the Public Service: _____.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

C. Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** **No**

If so, the Offeror must provide the following information:

- a. name of former public servant: _____;
- b. conditions of the lump sum payment incentive: _____;
- c. date of termination of employment: _____;
- d. amount of lump sum payment: _____;
- e. rate of pay on which lump sum payment is based: _____;



- f. period of lump sum payment including start date, end date and number of weeks: _____;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program: _____.

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



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors 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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

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

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Facility Security Clearance at the level of secret, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PSPC
3. The Offeror must not remove any protected/classified information from the identified work site(s), and the Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
5. The Offeror must comply with the provisions of the:
 - a. Security Requirements Check List, attached at Annex C; and
 - b. Industrial Security Manual (Latest Edition).

7.2.1.1 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of Award to October 31, 2020 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) periods of one (1) year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Kayla Pordonick

Senior Contracting Officer

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8



Telephone: 613-301-9709

E-mail address: Kayla.Pordonick@justice.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Technical Authority (to be completed at Standing Offer Award)

The Technical Authority for the Standing Offer is:

Name: _____

Title: _____

Department of Justice Canada

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Standing Offer 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 Offeror before recommending payment.

7.5.4 Offeror's Representative (to be completed at Standing Offer Award)

Name: _____

Telephone: _____

Email Address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Offeror has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Contracting and Material Management Division (CMMD) of the Department of Justice Canada.

7.8 Call-up Procedures

For each call-up, the Technical Authority will select the best suited Offeror according to the following criteria:

- a) Experience
- b) Capacity
- c) Availability
- d) Price

In consideration of the fact that JUS's needs are continuously evolving, the requirements for each call-up will vary according to the depth, breadth and nature of the Work.

The Service Request Form attached at Annex E will be sent to the best suited Offeror as determined by JUS, which outlines the Work required. The Offeror must respond within forty-eight (48) hours of receipt of the Service Request Form.

If the Offeror is able to undertake the Work, they will return a signed Service Request Form which will identify the estimated level of efforts required to complete the Work.

If the Offeror is unable to accept the work, they must return a signed Service Request Form that indicates this and advise the Technical Authority and Standing Offer Authority in writing of why they are unable to accept the Work and the resulting call-up. If the Offeror is unable to accept the Work and a resulting call-up as a result of previous commitments, no Service



Request Form will be sent to that Offeror until they give notice in writing to the Technical Authority and the Standing Offer Authority that it is available to accept new Work.

If no Offeror can perform the Work, Canada reserves the right to acquire the required Work by other means.

7.9 Call-up Instrument

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

The Department of Justice Canada 942J - Call-up Against a Standing Offer form must be used.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Applicable Taxes included).

7.11 Financial Limitation (to be completed at Standing Offer Award)

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

7.12 Priority of Documents (to be completed at Standing Offer Award)

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity);
- e) Annex A Statement of Work;
- f) Annex B Basis of Payment;
- g) Annex C Security Requirements Check List;
- h) Annex D Integrity Regime Verification Form;
- i) Annex E Service Request Form;
- j) the Offeror's offer dated _____.

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13.2 Status of Availability of Resources – Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 Applicable Laws (to be completed at Standing Offer Award)

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.



7.15 Replacement of Specific Individuals

If specific individuals are identified in the Standing Offer to perform the Work under a resulting call-up, the Offeror must provide the services of those individuals unless the Offeror is unable to do so for reasons beyond its control.

If the Offeror is unable to provide the services of any specific individual identified in the Standing Offer, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Offeror and be acceptable to Canada. The Offeror must, as soon as possible, give notice to the Standing Offer Authority of the reason for replacing the individual and provide:

- a) the name, qualifications and experience of the proposed replacement; and
- b) proof that the proposed replacement has the required security clearance granted by Canada.

The Offeror must not, in any event, allow performance of the Work by unauthorized replacement persons. The Standing Offer Authority may order that a replacement stop performing the Work. In such a case, the Offeror must immediately comply with the order and secure a further replacement in accordance with the paragraph above. The fact that the Standing Offer Authority does not order that a replacement stop performing the Work does not relieve the Offeror from its responsibility to meet the requirements of the Standing Offer and any resulting call-up(s).



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract (to be completed at Call-Up Award)

The period of the Contract is from date of Contract to _____ inclusive.

7.3.2 Termination on Thirty Days' Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.4 Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be paid firm per diem rates specified in Annex B – Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

7.5.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (**insert the amount at Call-Up Award**). Customs duties are included and Applicable Taxes are extra.

7.5.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

7.5.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



7.5.3 Method of Payment (select one of the following at Call-Up Award)

7.5.3.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

OR

7.5.3.1 Monthly Payments

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.

7.5.4 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Direct Deposit Enrolment Form (separate forms are available for Canadian and United States vendors). The form can be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) forming part of this Contract will not apply, until the Contractor corrects the matter.

7.5.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by a copy of time sheets to support the time claimed.

Invoices must be distributed as follows:

The original must be forwarded by email to the following individual for certification and payment:

(to be completed at Call-Up Award)

7.7 Insurance

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

7.8 Dispute Resolution for Canadian Contractors

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle.

If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the [Department of Public Work and Government Services Act](#) and Section 23 of the [Procurement Ombudsman Regulations](#).



The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

7.9 Complaints by Canadian Contractors with Respect to the Administration of the Contract

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Work and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Work and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



ANNEX A - STATEMENT OF WORK

1 TITLE

Senior ATIP Advisors

2 TERMINOLOGY

ATIP – Access to Information and Privacy

ATIA – *Access to Information Act*

JUS – Department of Justice Canada

OGD – Other Government Department

OIC – Office of the Information Commissioner

OPC- Office of the Privacy Commissioner

OPI – Office of Primary Interest

PA – *Privacy Act*

PCO – Privy Council Office

3 OBJECTIVE

To acquire the services of up to three (3) bilingual Senior ATIP Advisors due to operational and governmental pressures that are straining the JUS ATIP Office's ability to meet operational and future requirements.

The Senior ATIP Advisors will apply their expertise in the processing of complex and high profile ATIP requests. More particularly, these resources will provide assistance to the ATIP Office to address the backlog of ATIP requests and the processing of complex files and/or complaints resulting from surges in workload.

4 BACKGROUND STATEMENT

JUS is the ATIP Lead for the protection of legal advice and litigation privileged information. This responsibility places a unique requirement on the JUS ATIP Office for ensuring that analysts have experience related to solicitor-client privilege.

As well, JUS has many challenging complaints with the OIC which require a more robust negotiation and mediation skill set. As a result, JUS must have Senior ATIP Advisors of high quality and experience.

5 REQUIREMENT DESCRIPTION

5.1 Scope

Each Senior ATIP Advisor must provide assistance in the processing of complex files, mainly related to solicitor-client privilege and/or litigation privilege. Each resource is required to thoroughly understand, interpret and apply related legislation, policies and regulations.

5.2 Tasks

Each resource is responsible for:

- Managing multi-jurisdictional, complex and highly sensitive requests for information filed under the ATIA and PA, determining the scope of the requests, the relevancy of the records and the statutory right of access to information under the control of JUS, and applying redactions under the ATIA and PA, paying particular attention to the protection of Solicitor Client privilege under both Acts;
- Negotiating with applicants, internal stakeholders, and OGDs in order to process requests in a timely and efficient manner;
- Managing complaints before the OIC and the OPC, including negotiating with these offices, providing documentation, advising on the progress of complaints, and working to resolve complaints in a timely manner;
- Researching and analyzing documents on a variety of subject matters including complex legal issues for disclosure/exemption and exclusion purposes;
- Applying legislation, policies, guidelines, case precedents, legal opinions and positions of OGDs; and
- Preparing appropriate responses to applicants and other government OGDs. Providing advice and information to JUS management, employees, representatives of OGDs, stakeholders and applicants concerning the application of the ATIA and PA in handling multi-jurisdictional, highly complex and sensitive requests.



5.3 Deliverables

The Senior ATIP Advisors will be required to prepare and submit various deliverables related to Access to Information/Privacy requests, including:

- Recommendations regarding the exemption or exclusion of sensitive information;
- Records for final release to applicants along with all related letters and correspondence;
- The coordination and management of consultations with various government institutions, including all related documentation and correspondence;
- Complaint packages, including documentation requested by the OIC and OPC in the processing and resolution of complaints;
- The coordination and management of requirements related to the defense of decisions on complaints submitted to the OIC or OPC, including representations required when files are elevated to the Federal Court; and
- Analysis, advice and guidance to senior management, departments and agencies on ATIP related matters.

The format and specific criteria for each deliverable will be discussed and agreed upon between the Contractor and the Technical Authority.

5.4 Acceptance Criteria

All deliverables will be reviewed for quality and completeness and signed off by the designated Technical Authority. The Technical Authority will review each deliverable and indicate both approval and acceptance or the need for revisions. Deliverables must be approved in writing by the Technical Authority before they will be considered finalized.

5.5 Travel

No travel will be required.

5.6 Language Requirements

Each Senior ATIP Advisor must be bilingual (English and French), that is, being able to read and communicate verbally and in writing in both official languages at or above proficiency Level 4, Advanced Professional Proficiency, as stated below. The descriptions associated with the language proficiency levels can be found at the following website: http://www.international.gc.ca/ifa-it-iaeci/test_levels-niveaux.aspx?lang=eng

Oral Proficiency:

Level	Proficiency	Definition
5	Educated Native Proficiency	Functionally equivalent to that of a highly articulate and well-educated native speaker. Reflects the cultural standards of the country where the language is spoken. Language usage and ability to function are superior throughout.
4+	Advanced Professional Proficiency, Plus	Speaking proficiency is regularly superior in all respects and is usually equivalent to that of a well-educated, highly articulate native speaker. Speaks effortlessly and smoothly on all topics. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references. Language usage and ability to function are fully successful. There may be an occasional non-native slip.
4	Advanced Professional Proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references. May have some difficulty with some dialects and slang.



Reading Proficiency

Level	Proficiency	Definition
5	Educated Native Proficiency	Reading ability is functionally equivalent to that of the well-educated native reader.
4+	Advanced Professional Proficiency, Plus	Near native ability to read and understand extremely difficult or abstract prose, a wide variety of vocabulary, idioms, colloquialisms, and slang. Strong sensitivity to and understanding of sociolinguistic and cultural references.
4	Advanced Professional Proficiency	Able to read fluently and accurately all styles and forms of the language in any subject as well as those pertinent to professional needs. Understands all sociolinguistic and cultural references. Can follow unpredictable turns of thought readily in editorial, conjectural, and literary texts, as well as in materials in own special field, including official documents and correspondence. Recognizes all professionally relevant vocabulary known to the educated non-professional native reader. Speed and accuracy is often nearly that of a well-educated native reader.

Writing Proficiency

Level	Proficiency	Definition
5	Educated Native Proficiency	Writing proficiency is functionally equivalent to that of a highly articulate educated native. There are no non-native errors of structure, spelling, syntax or vocabulary. Writing is both clear, explicit, informative, and imaginative.
4+	Advanced Professional Proficiency, Plus	Able to write the language precisely and accurately in a wide variety of prose styles pertinent to a variety of audiences and professional needs. Varied use of stylistic devices and flexibility within a style. Can both write and edit formal and informal correspondence, official reports and documents, and professional articles, including writing for special purposes which might include legal, technical, educational, literary and colloquial writing. The writer employs a very wide range of stylistic devices.
4	Advanced Professional Proficiency	Able to write the language precisely and accurately in a variety of prose pertinent to social issues and professional needs. Errors of grammar, syntax, punctuation and vocabulary are rare. Writing is consistently and explicitly organized with appropriate connectors and discourse devices (ellipsis, parallelisms, and subordinates).

5.7 Location of Service Delivery

The Senior ATIP Advisors will perform all work on-site at the ATIP office in the Department of Justice Canada in Ottawa located at:
275 Sparks Street
Ottawa, Ontario
K1A 0H8
Canada

At the discretion of the Technical Authority, the Senior ATIP Advisors may be able to work remotely.

5.8 Environmental Considerations

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, JUS encourages product/service Contractors to improve their operations to reduce their negative impact on the environment.



The Contractor/Senior ATIP Advisors and the Technical Authority are encouraged to provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Technical Authority.

5.9 Support provided by Canada

JUS will provide the Senior ATIP Advisors with access to the following for the purposes of completing their required Work:

- Accounts on computer network and electronic mail system;
- Workstation;
- Access to printer/scanner and photocopier;
- Identity Document (ID) card allowing access to building and floor;
- Reference materials, as needed.



ANNEX B - BASIS OF PAYMENT

During the period of the Standing Offer, for Work performed in accordance with the Standing Offer and the issued call-up, the Offeror will be paid the firm all-inclusive per diem rates as follows:

Resource Category:	Senior ATIP Advisor	
Resource Names:	[Insert name(s)]	
Period of Standing Offer	Firm All-Inclusive Per Diem Rate	
Initial Period Date of Award to December 31, 2020	\$	[Insert amount]
Option Period #1 January 1, 2021 to December 31, 2021	\$	[Insert amount]
Option Period #2 January 1, 2022 to December 31, 2022	\$	[Insert amount]
Option Period #3 January 1, 2023 to December 31, 2023	\$	[Insert amount]
Option Period #4 January 1, 2024 to December 31, 2024	\$	[Insert amount]

(Table to be completed at Standing Offer Award)

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

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

No overtime charges will be authorized under the Standing Offer. All time worked will be compensated according to paragraph above.



ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government of Canada /
Gouvernement du Canada

Contract Number / Numéro du contrat 1000026615
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of Justice	2. Branch or Directorate / Direction générale ou Direction Management Sector/Access to Information and Privacy
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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
Professional Services - Contract to hire up to three Senior ATIP Advisors for a one year contract at \$400,000 per year, with four renewal periods, for a total of 5 years at a cost of \$2,000,000

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 1000026615
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non 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 Yes
Non 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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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 Yes
Non Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 1000026615
Security Classification / Classification de sécurité

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



ANNEX D - INTEGRITY REGIME VERIFICATION FORM

Offeror should complete the Form and submit it with their offer.

Complete Legal Name of Offeror:	
Offeror’s address:	
Offeror’s PBN :	

Directors / Owners *		
First Name	Last Name	Position (if applicable)

* Note:

- i. suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. suppliers that are a partnership do not need to provide a list of names.



ANNEX E - SERVICE REQUEST FORM

Technical Authority	<i>(to be filled in by JUS)</i>
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Language Requirement of Work <i>(to be filled in by JUS)</i>	<input type="checkbox"/> English
	<input type="checkbox"/> French
Written Material to be Provided In <i>(to be filled in by JUS)</i>	Comments: _____
	<input type="checkbox"/> Hard Copy
	<input type="checkbox"/> Soft Copy
	Comments: _____

Description of the Work Required <i>(to be filled in by JUS)</i>

Estimated Level of Effort <i>(to be filled in by the Offeror)</i>
--

Professional Fees

Name(s) of Resource(s)	Category	All Inclusive Firm Per Diem Rate (CAD \$)	Estimated Level of Effort (Days)	Estimated Amount
	Senior ATIP Advisor			
Total Estimated Cost - Professional Fees (excluding taxes):				\$

Authorization <i>(to be filled in by the Offeror)</i>
--

We accept the Work and have provided the estimated levels of effort above in response to JUS' request.

We DO NOT accept the Work.

Reason for not accepting the Work: _____

Name of individual authorized to sign for the Contractor : _____

Signature _____ Date _____