



Request for Proposal: ISED193495

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Innovation, Science and Economic
Development Canada
Innovation, Sciences et Développement
économique Canada

Email: [ic.cmmbidreceiving-
receptiondesoffrescgm.ic@canada.ca](mailto:ic.cmmbidreceiving-receptiondesoffrescgm.ic@canada.ca)

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Innovation, Science and
Economic Development 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 à: Innovation, Sciences et
Développement économique Canada**

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

Comments – Commentaires

**This document does not contain a
Security Requirement - Ce document ne
contient pas une exigence de sécurité**

Issuing Office - Bureau de distribution

Innovation, Science and Economic
Development Canada / Innovation, Sciences
et Développement économique Canada
Contracts & Materiel Management / Contrats
et gestion du matériel
235 rue Queen Street
Ottawa, Ontario, K1A 0H5

Title - Sujet	
Review of the Canadian 600 MHz Spectrum Auction	
Solicitation No. - N° de l'invitation	Date
ISED193495	September 18, 2019
Solicitation Closes - L'invitation prend fin	Time Zone Fuseau horaire
at - à 02:00 PM on - le October 28, 2019	Eastern Standard Time (EST)
F.O.B. - F.A.B.	
Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Inquiries to : Adresser toutes questions à:	
Chantal Lafleur Chantal.lafleur2@canada.ca	
Telephone No. - N° de téléphone	
613-608-5865	
Destination – of Goods, Services, and Construction: Destination - des biens, services et construction:	
See Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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



Request for Proposal (RFP)

For the provision of

**REVIEW OF THE CANADIAN 600 MHZ SPECTRUM
AUCTION**

for

**Innovation, Science and Economic Development
Canada**



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings
4. Conflict of Interest

PART 2 - INSTRUCTIONS TO BIDDERS

1. Glossary of Terms
2. General Conditions
3. Instructions, Clauses and Conditions
4. Submission of Bids
5. Notice to bidders
6. Enquiries - Bid Solicitation Period
7. Applicable Laws
8. Rights of Canada
9. Price Support
10. Bid Costs
11. Conduct of Evaluation
12. Conflict of Interest – Unfair Advantage
13. Entire Requirement

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required with the Bid
2. Certifications Precedent to Contract Award and Additional Information

PART 6 – RESULTING CONTRACT CLAUSES

1. General Conditions
2. Non-Disclosure
3. Security Requirements
4. Statement of Work
5. Term of Contract – Period of the Contract
6. Authorities
7. Proactive Disclosure of Contracts with Former Public Servants
8. Payment
9. Certifications and Additional Information - Compliance
10. Applicable Laws
11. Priority of Documents
12. Foreign Nationals

List of Attachments:

Attachment 1 to Part 3, Pricing Schedule
Attachment 1 to Part 4, Evaluation Criteria
Attachment 1 to Part 5, Certifications Required with the Bid
Attachment 1 to Appendix A, Non-Disclosure Agreement

List of Appendices:

Appendix A, Statement of Work
Appendix B, Terms of Payment



Request for Proposal: ISED193495

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Proposal (RFP) (also referred to herein as the “bid solicitation”) is divided into six parts plus attachments and appendices, 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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Appendices include the Statement of Work, the Terms of Payment and any other appendices.

The Attachments include the Pricing Schedule, the Evaluation Criteria, the Certifications Required with the Bid, the Non-Disclosure Agreement and any other attachments.

2. Summary

Innovation, Science and Economic Development Canada (ISED) is soliciting bids (also referred to as “proposals”) for the services of a Contractor to provide a review of the Canadian 600 MHz Spectrum Auction as defined in Appendix “A”, Statement of Work (the “Work”), for a period commencing from date of Contract award to March 31, 2020.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation. Bidders must make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation. The debriefing may be provided in writing, by telephone or in person.

4. Conflict of Interest

Contractors who advised bidders or the Government of Canada on the Canadian 600 MHz auction will not be considered for this contract on the basis of potential conflicts of interest.

PART 2 – INSTRUCTIONS TO BIDDERS

1. Glossary of Terms

TERM	DEFINITION / MEANING
RFP	Request for Proposal
ISED	Innovation, Science and Economic Development Canada or the Department
Mandatory requirements	Whenever the words “shall”, “must”, “will” and “mandatory” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement. Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.
Should	The word “should” means an action that is preferred but not mandatory.
Minister	The Minister of Innovation, Science and Economic Development.
Canada	“means Her Majesty the Queen in right of Canada as represented by the Minister of ISED and any other person duly authorized to act on behalf of that Minister”.



Request for Proposal: ISED193495

2. General Conditions

The general conditions as set out in Innovation, Science and Economic Development Canada's General Conditions of a Service Contract will form part of and shall be incorporated into the resulting contract. This document is available at the following website: <http://www.ic.gc.ca/generalconditions-services>.

3. Instructions, Clauses and Conditions

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

4. Submission of Bids

4.1 Bids must be submitted only to Innovation, Science and Economic Development Canada by the date, time and place indicated on page 1 of the bid solicitation.

Electronic proposals must have separate PDF files attached for each section as detailed in Part 3 – Bid Preparation Instructions. The subject line must be in the following format: Subject Line: Proposal for RFP# **ISED193495**. Total email file size cannot exceed 7MB.

Please note: Electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and the proposal will not be evaluated.

Ensure name, address, Closing Date, and Solicitation Number are clearly identified.

Failure to comply with 2. will be grounds for disqualification and proposal will not be evaluated.

4.2 Canada requires that each bid, at closing time, be signed by the Bidder or by an authorized representative of the Bidder. In the event of a bid submitted by a contractual joint venture, the bid shall either be signed by all parties of the joint venture or a statement shall be provided to the effect that the signatory has the authority to bind all parties of the joint venture.

4.3 It is the Bidder's responsibility to:

- a. obtain clarification of any terms, conditions or technical requirements contained in the solicitation, if necessary, before submitting a bid;
- b. prepare its bid in accordance with the instructions contained in the bid solicitation;
- c. submit by closing date and time a signed complete bid;
- d. send its bid only to the ISED Bid Receiving Area specified on Page 1 of the bid solicitation or to the address specified in the bid solicitation;
- e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope(s) or the parcel(s) containing the bid;
- f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation; and
- g. include the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

4.4 Bids will remain open for acceptance for a period of not less than one-hundred and twenty (120) calendar days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) business days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

4.5 Bid documents and supporting information must only be submitted in either English or French.

4.6 Pricing information must not be included in any section of the proposal other than the Financial Proposal section of the bid.



Request for Proposal: ISED193495

- 4.7 Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to legal obligations including the provisions of the *Access to Information Act*, R.S. 1985, c.A-1 and the *Privacy Act*, R.S. 1985, c. P-21, international obligations and judicial order.
- 4.8 Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
- 4.9 Proposals received after the closing time and date shown will not be considered and will be returned unopened to the sender.
- 4.10 The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract and the Minister reserves the right to reject any proposal including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

5. Notice to bidders

The following terms and conditions may apply to this solicitation:

- 5.1 Bidders may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their technical capability to satisfy the requirement as stipulated in this solicitation.
- 5.2
 - a) For Canadian-based bidders, prices must be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable INCLUDED, and Goods and Services Tax (GST) or Harmonized Sales Taxes (HST) as applicable EXCLUDED.
 - b) For Foreign-based bidders, prices must be firm (in Canadian funds) and EXCLUDE Canadian customs duties, excise taxes and GST or HST as applicable. CANADIAN CUSTOMS DUTIES AND EXCISE TAXES PAYABLE BY ISED WILL BE ADDED, FOR EVALUATION PURPOSES ONLY, TO THE PRICES SUBMITTED BY FOREIGN-BASED BIDDERS.
- 5.3 The contract term "Employment Equity" and any clause relating to international sanctions, if and when included in this document, apply to Canadian-based bidders only.

6. Enquiries - Bid Solicitation Period

- 6.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation, from the issue date of the solicitation up to the closing date (the "bid solicitation period"), must be directed ONLY to the Contracting Authority identified in the bid solicitation. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this request may (for that reason alone) result in the bid being declared non-responsive.
- 6.2 Bidders must reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care must be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are proprietary in nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders.
- 6.3 All enquiries regarding this bid solicitation must be submitted in writing to the Contracting Authority named below as early as possible within the solicitation period to allow sufficient time to provide a response. All enquiries must be submitted in writing no later than five (5) working days before the bid closing date. Enquiries received after that time may not be answered.



Request for Proposal: ISED193495

The Contracting Authority is:

Name: Chantal Lafleur
Title: Senior Contracts and Procurement Advisor
Email address: chantal.lafleur2@canada.ca
Telephone Number: 613-608-5865

- 6.4 To ensure consistency and quality of information provided to bidders, the Contracting Authority will simultaneously distribute any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.
- 6.5 Meetings will not be held with individual bidders prior to the closing date and time of this RFP.
- 6.6 Amendments to the Bidder's proposal will not be accepted after the RFP closing date and time.

7. 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 Canadian territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or Canadian 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 Bidder.

8. Rights of Canada

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the bidders who bid to re-submit bids within a period designated by Canada;
- g. negotiate with the sole responsive Bidder to ensure best value to Canada;
- h. accept, or waive, a non-material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non-material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i. award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j. retain all proposals submitted in response to this bid solicitation.

9. Price Support

In the event that the Bidder's proposal is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price support if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

10. Bid Costs



Request for Proposal: ISED193495

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

11. Conduct of Evaluation

In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:

- a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
- b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
- c. request, before award of any contract, specific information with respect to Bidder's legal status;
- d. conduct a survey of Bidder's facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
- e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation;
- f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
- g. interview, at the sole costs of bidders, any Bidder and/or any or all of the resources proposed by bidders to fulfil the requirement of the bid solicitation.

Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

12. Conflict of Interest – Unfair Advantage

In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation;
- b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.

The experience acquired by a Bidder who is providing or has previously provided the goods and/or services described in the bid solicitation (or similar goods and/or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.

Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

13. Entire Requirement

The bid solicitation documents contain all the requirements relating to the solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions



Request for Proposal: ISED193495

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

- Section I: Technical Bid (4 hard copies or 1 electronic)
- Section II: Financial Bid (2 hard copies or 1 electronic)
- Section III: Certifications (1 hard copy or 1 electronic)
- Section IV: Additional Information (1 hard copy or 1 electronic)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

All references to descriptive material, technical manuals and brochures must be included in the bid. Reduction in the size of documents will contribute to ISED's sustainable development initiatives and reduce waste.

Section I: Technical Bid

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

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria, contained in Part IV, 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, and 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.

Resumes for proposed resources: Unless specified otherwise in the RFP, the technical bid must include resumes for each of the proposed resources identified in the bid solicitation that demonstrate that each proposed individual meets the requirement(s).

Joint-Venture Experience

A joint venture or partnership bidder may rely on the experience of its members to meet the technical criterion of this bid solicitation.

Part 4, Section 1 – Evaluation Procedures and Attachment 1 to Part 4, Evaluation Criteria, contain additional instructions that bidders must consider when preparing their technical bid.

Section II: Financial Bid



Request for Proposal: ISED193495

The financial bid must be submitted as a separate package to the technical bid.

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

When the Bidder is required to bid a firm price for the work or any portion of the work, bidders must provide in their financial bid a price breakdown for the firm price quoted.

When preparing their financial bid, bidders must review the Terms of Payment in Appendix B.

Electronic Payment of Invoices – Bid

Canada requests that bidders:

5. select option 1 or, as applicable, option 2 below; and
6. include the selected option in Section II of their bid.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Option 1:

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

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

Option 2:

The Bidder does not accept to be paid by Electronic Payment Instruments.

Exchange Rate Fluctuation

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

In section IV of their bid, bidders must provide the following information:

1. their legal name;
2. their Procurement Business Number (PBN) (for additional information on how to register to obtain a PBN, refer to the following website: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>);
3. their full mailing address;
4. the name of the contact person (including this person's mailing address, phone number 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.



Request for Proposal: ISED193495

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive rates (in CAD) for each item identified.

The Contractor shall be bound by the fixed cost prices quoted in its financial bid for the work. No increase in its rates or prices will be accepted during the period of the Contract.

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.

CONTRACT PERIOD: From date of contract award to March 31, 2020

Pricing Schedule 1: Fixed Cost Prices

Milestone Number	Description	Fixed Cost Price (\$ CAD)
1	Phase I: Draft Report	
2	Phase II: Delivery of Final Report	
3	Phase III: Delivery of Presentation	
Pricing Schedule 1 Total (TAX excluded):		\$_____CAD

Pricing Schedule 2: Summary Pricing Schedule

BIDDER'S TOTAL EVALUATED PRICE - Sum of Schedule 1 (Tax excluded) =	\$_____CAD
APPLICABLE TAXES	\$_____CAD

As stated in Attachment 1 to Part 4 – Evaluation Criteria, Mandatory Financial Criteria MF1, the Bidder's total Evaluated Price must not exceed a budget of \$88,000.00 Canadian dollars, excluding applicable taxes. Proposals costing more will be rejected and will not be evaluated.



Request for Proposal: ISED193495

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

The evaluation team reserves the right but is not obliged to seek clarification or verify any or all information provided by the Bidder with respect to this RFP.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

2. Basis of Selection - Highest Combined Rating of Technical Merit 80% and Price 20%

2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid 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.

2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20% for the price.

2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.

2.5 To establish the pricing score, each responsive bid will be prorated against the lowest Evaluated Per Diem rate and the ratio of 20%.

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

2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Highest Combined Rating of Technical Merit 80% and Price 20%

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.74$	$92/135 \times 80 = 54.52$
	Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18$	$45/45 \times 20 = 20.00$
Combined Rating		84.51	70.74	74.52
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. 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.

No points are awarded for the mandatory requirements, but each one must be met in order for the Bidder's proposal to proceed to receive consideration and points for the point-rated technical criteria.

ISED may choose terminate the evaluation upon the first finding of non-compliance of a mandatory requirement.

Mandatory Technical Criteria (MT)		
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.		
Number	Mandatory Technical Criterion	Referenced Section/Page in Bidder's Proposal
MT1	The Bidder must provide a curriculum vitae (CV) for all proposed resource(s) who will participate in the project and identify the role each team member will play; specifically identifying the CVs of each senior team member(s). The CV must provide the following information: <ul style="list-style-type: none"> ▪ Education relevant to the project; and ▪ Experience and supporting information that describes where and how such experience was obtained. 	
MT2	The Bidder must identify, in the proposal, one (1) senior resource that will act as the sole point of contact to ISED for the duration of the contract.	
MT3	The Bidder must provide samples of two (2) CCA spectrum auction format analysis papers or evaluation reports. These documents must demonstrate the proposed resource(s)'s knowledge of auction design and operation. For each report, the Bidder must provide the following information: <ul style="list-style-type: none"> ▪ Client name; ▪ Contact name; ▪ Phone number and/or email address ISED may communicate with these references to validate the stated experience.	

2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

In order to qualify for the rating process, bids should respond to the following point rated technical requirements in the order shown and should include the referenced Section/Page from the Statement of Work (Appendix A) in the Bidder's proposal.



Request for Proposal: ISED193495

In addition, the Bidder’s proposal must obtain the required minimum number of points specified below for the point rated technical criteria.

Bids which fail to obtain the required minimum number of points will be declared non-responsive. Each point-rated technical criterion must be addressed separately.

ITEM	POINT RATED TECHNICAL REQUIREMENTS (RT)	Maximum Points Available	Minimum Points Required	Cross Reference to Proposal
RT1	The Bidder should demonstrate, in their proposal, an understanding of the requirements/objectives of the project (including, an understanding of ISED’s policy objectives, as well as spectrum auction design and operation).	Up to 30	21	
RT2	The Bidder’s proposal should outline the approach and the methodology that will be used to complete this project. This will be evaluated based on the overall adequacy and quality of the proposed approach submitted.	Up to 20	14	
RT3	The Bidder should provide a detailed work plan that will demonstrate the Bidder’s ability to meet the timelines as outlined in Part II – Terms of Reference, Section 6.2 of this RFP.	Up to 10	7	
RT4	<p>The Bidder should provide evidence of its involvement on two (2) CCA auction format analysis papers or auction evaluation reports of which a minimum of one (1) of the documents was prepared by the senior team member(s), to demonstrate its experience in offering services similar to those indicated in this RFP.</p> <p>Each submitted document will be rated based on its intended scope of work and its similarities to the services and activities outlined in this RFP.</p> <p>All papers/reports provided will also be used to evaluate the bidder’s experience in producing written materials detailing the findings and recommendations for various types of analysis.</p> <p>If more than two (2) documents are provided to demonstrate this experience, then only the first two (2) documents will be evaluated.</p> <p>Up to a maximum of 15 points will be allocated to each report.</p> <p><i>Up to a maximum of 10 points will be allocated to assessing the written quality of two (2) reports/papers.</i> The reports or papers should be factual, clear and easily understandable, well organized and structured.</p>	Up to 40	25	
TOTAL POINTS AVAILABLE:		100	70	



Request for Proposal: ISED193495

3. 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 must be addressed separately.

Mandatory Financial Criteria (MF)		
Number	Mandatory Financial Criteria	Cross Reference to Proposal
MF1	<p>The total cost of the Bidder's financial proposal must not exceed \$88,000.00 Canadian dollars, excluding applicable taxes. The Contractor must provide a full cost breakdown as per Attachment 1 to Part 3 – Pricing Schedule.</p> <p>Proposals exceeding the limits noted above will be rejected and will not be evaluated. No financial information from the financial proposal may appear in the technical proposal.</p>	



Request for Proposal: ISED193495

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract. Canada shall declare a proposal non-responsive if the certifications are not submitted or completed as required.

The certifications provided by the Bidder to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare the Contractor in default in carrying out any of its obligations under the Contract, 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 with any request will also render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required with the Bid

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

1.1 Integrity Provisions - Declaration of Convicted Offences

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

2. Certifications Precedent to Contract Award and Additional Information

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

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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2.3 Additional Certifications Precedent to Contract Award

2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability

2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience



Request for Proposal: ISED193495

By signing below, the Bidder hereby certifies that it has read the solicitation document and is in compliance with the above noted certifications, that all statements made in its proposal are accurate and factual, that it is aware that ISED reserves the right to verify all information provided in this regards, and that untrue statements may result in the proposal being declared non-responsive or in other action being taken which ISED deems appropriate.

Date: _____

Signature: _____

Title: _____
(Title of duly authorized representative of business)

Name of Business: _____



ATTACHMENT 1 TO PART 5 - CERTIFICATIONS REQUIRED WITH THE BID

1. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



Request for Proposal: ISED193495

- 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.



Request for Proposal: ISED193495

PART 6 – RESULTING CONTRACT CLAUSES

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

1. General Conditions

The general conditions as set out in Innovation, Science and Economic Development Canada's General Conditions of a Service Contract will form part of and shall be incorporated into the resulting contract. This document is available at the following website: <http://www.ic.gc.ca/generalconditions-services>.

2. Non-Disclosure

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, Attachment 1 to Appendix A, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

3. Security Requirements

There is no security requirement applicable to the Contract.

4. Statement of Work

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

5. Term of the Contract - Period of the Contract

The Contractor shall, between the date of Contract award and the 31st day of March 2020, perform and complete with care, skill, diligence and efficiency the work that is described in the Statement of Work.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chantal Lafleur
Title: Senior Contracts and Procurement Advisor
Department: ISED
Telephone: 613-608-5865
Email: chantal.lafleur2@canada.ca

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

6.2 Project Authority

(to be completed at contract award)

The Project Authority for the Contract is:

Name:
Title:
Organization:
Telephone:
Email:



Request for Proposal: ISED193495

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.

6.3 Contractor's Representative

(to be completed at contract award)

Name:
Title:
Telephone:
Email:

7. Proactive Disclosure of Contracts with Former Public Servants

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

8. Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the terms of payment, in Appendix B. Customs duties are included and Applicable Taxes are extra.

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

9. Certifications and Additional Information - 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.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *(to be completed at contract award)*.

11. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions, Innovation, Science and Economic Development Canada's [General Conditions of a Service Contract](#);
- c) Appendix A, Statement of Work;
- d) Appendix B, Terms of Payment;
- e) Appendix C, Security Requirements Check List (SRCL);
- f) the Contractor's proposal dated _____ *(insert date of bid at contract award)*.

12. FOREIGN NATIONALS (CANADIAN CONTRACTOR)



Request for Proposal: ISED193495

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

12. [APPLIES IF REQUIRED] FOREIGN NATIONALS (FOREIGN CONTRACTOR)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)



APPENDIX A - STATEMENT OF WORK

1.0 TITLE OF PROJECT

Review of the Canadian 600 MHz Spectrum Auction

2.0 PURPOSE

Innovation, Science and Economic Development (ISED) Canada requires an independent Contractor to review the Canadian 600 MHz auction. The Contractor is required to provide a comprehensive evaluation of the auction format and its associated rules, the pro-competitive measure (e.g., set-aside), the bidding behaviour of individual bidders throughout the three bidding phases of the auction (e.g., the clock rounds, the supplementary round and the assignment stage), the final outcome (the final allocation, the prices paid by the bidders and revenue) and potential avenues for improving the design of future spectrum auctions in Canada.

3.0 BACKGROUND

Radio frequency spectrum is a finite public resource. Both private users and wireless communications service providers require spectrum for a diverse range of uses. ISED, through the [Department of Industry Act](#), the [Radiocommunication Act](#) and the [Radiocommunication Regulations](#), with due regard to the objectives of the [Telecommunications Act](#) is responsible for spectrum management in Canada. The Spectrum Management Program operates under the guidance of the [Spectrum Policy Framework for Canada](#), which provides a single policy objective and a set of guidelines to guide ISED's management of this resource.

Where the demand for spectrum is not expected to exceed the supply, ISED generally uses a first-come, first-served licensing process to award spectrum licences. In instances where the demand for spectrum is expected to exceed supply, a competitive licensing process, such as an auction, is generally used.

The [Framework for Spectrum Auctions in Canada](#) describes the general approaches that ISED will use to auction spectrum licences. As indicated in the [Spectrum Policy Framework for Canada](#), the Department has adopted a policy objective to maximize the economic and social benefits that Canadians derive from the use of the radio frequency spectrum resource.

The Department released its [Decision on Repurposing the 600 MHz Band](#) in August 2015, to jointly repurpose the 600 MHz band for fixed and commercial mobile use, in collaboration with the U.S. As determined through the U.S. incentive auction, 84 MHz of spectrum was repurposed, freeing up to 70 MHz of spectrum for commercial mobile services. Existing Canadian broadcasters will be transitioned to lower parts of the band, and subsequently, a spectrum auction was held to award spectrum licences for mobile use. In early 2016, ISED ran a competitive tendering process and subsequently contracted Power Auctions LLC of Washington DC, to provide auction consulting and hosting services for the 600 MHz spectrum auction. In August 2017, ISED initiated a consultation on a licensing framework for the auction of spectrum licences in the band 614-698 MHz (600 MHz band) and in March 2018 the Department published the *Technical, Policy and Licensing Framework for Spectrum in the 600 MHz Band* (hereinafter called the Framework). A combinatorial clock auction format with the activity rule based on the Generalized Axiom of Revealed Preference (GARP) was used to auction the 600 MHz band.

The 600 MHz spectrum auction began on March 12, 2019, and ended on April 4, 2019, after 54 rounds, which took place over 18 business days. Twelve companies participated in the auction, and 104 out of 112 licences were awarded to nine participants. There were 64 open and 48 set-aside licences. The auction generated \$3.47 billion in revenue.

A total of 70 MHz of radio spectrum was auctioned in 16 service areas: 13 Tier 2 service areas and 3 Tier 4 service areas in the North, covering the entire country. In each service area, there were 7 paired blocks of 10 MHz each (Blocks: A, B, C, D, E, F and G). There were two stages in the auction: the Allocation Stage and the Assignment stage. During the Allocation Stage all blocks were auctioned as generic blocks, and three generic blocks were set-aside for eligible bidders in each service area. The assignment of specific frequencies was conducted in the Assignment Stage of the auction.



Request for Proposal: ISED193495

Eligibility to bid on set-aside spectrum was limited to those registered with the CRTC as facilities-based providers, that were not national service providers and that were actively providing commercial telecommunications services to the general public in the relevant Tier2 service area, effective as of the application date to participate in the 600 MHz auction.

ISED published the policy and licensing frameworks as well as other related documents for the 600 MHz auction on its website: https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf11331.html

Detailed bid data of the 600 MHz auction and results are available from ISED's public auction website: https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf11331.html.

4.0 PROJECT REQUIREMENTS/OBJECTIVES

The Department is seeking an independent Contractor to review the 600 MHz auction. The Contractor is required to provide a comprehensive evaluation of the auction design and its associated rules, the pro-competitive measure, the bidding behavior of the bidders and the final outcome of the auction. The audience of the evaluation is ISED.

5.0 SCOPE OF WORK

The successful Contractor will be required to prepare a review of the 600 MHz auction. The Contractor is required to provide a comprehensive evaluation of the auction design and its associated rules, the pro-competitive measure (e.g., set-aside), the bidding behavior of the bidders and the final outcome of the auction. The Contractor is also required to provide a critical assessment of the Post-auction Analysis of the Canadian 600 MHz auction, prepared by ISED. It should also provide specific recommendations for future spectrum auctions conducted by ISED, including both good practices that should be continued, and practices that could be improved.

For the 600 MHz auction, the work to be performed by the Contractor includes but is not limited to:

- A comprehensive assessment and analysis of the auction results and the efficiency and effectiveness of the auction design and its associated rules;
- An analysis of the auction and its design features and an analysis of the bidding activity of all bidders. This should include a careful review of the auction round-by-round data with particular attention to bidders' behaviour issues to be assessed include:
 - Whether opening bid prices and eligibility points were set appropriately;
 - The impact of the set-aside products on the final outcome of the auction;
 - The appropriateness and effectiveness of bid increments both initially and in the progression of the auction;
 - Effectiveness of the activity rules during the clock rounds and supplementary round (e.g., hybrid eligibility point and GARP-based revealed preference rule in the clock rounds, GARP-based revealed preference rules, in the supplementary round);
 - The effectiveness of the pricing rules, including the use of a second-price rule, in encouraging straightforward bidding and promoting price discovery throughout the auction;
 - The use of the reserve bidder approach and its impact on allocation and prices;
 - The sufficiency of the number of supplementary bids (500) in the supplementary round;
 - The effectiveness of rules in assigning contiguous spectrum in the assignment stage;
 - The effectiveness of auctioning generic blocks during the Allocation Stage followed by the assignment of the specific frequencies in the Assignment Stage;
 - An assessment of whether there were any signs or evidence of the use of gaming strategies in the auction, where gaming strategies refers to bidding behaviour by bidders that deviates from truthful bidding in an attempt to exploit the auction rules to their advantage or to the disadvantage of other bidders;



Request for Proposal: ISED193495

- The effectiveness of the use of anonymous bidding for dissuading the use of gaming strategies. In addition, the information disclosure to bidders during the auction and effectiveness of the policy to withhold the aggregate demand information in the final clock round; and
- In light of the responses to the above, an assessment on whether the CCA with GARP was the most appropriate auction format or whether another format should have been used.
- A critical assessment of the Post-auction Analysis of the Canadian 600 MHz auction report prepared by ISED, including assumptions, methods and conclusions reached in the report.
- These assessments should include a comparison with similar spectrum auction processes in other countries.

To complete this work the Contractor will have access to:

- All public ISED documentation on the auctions, including the licensing frameworks, and auction results;
- The auction bid data;
- The Post-auction Analysis of the Canadian 600 MHz auction report prepared by ISED (internal, not published document). T; and
- ISED officials from the auction team.

The Contractor must be prepared to participate in an initial meeting with ISED staff within two (2) business days of the awarding of the contract, an interim meeting to discuss the draft report and also a final meeting to discuss its assessment, with the possibility of additional meetings for clarification purposes. These meetings will take place either by teleconference or by video conference.

In addition, the Contractor will be required to provide a presentation, by teleconference, of the findings outlined in its report (e.g., hybrid eligibility point and revealed preference rule in the clock rounds). The related costs incurred by the Contractor shall be included in the total costs of the project.

6.0 PROJECT DETAILS

6.1 Client Support

The Contractor will be provided all published ISED consultation and decision documents, auction results, bid data and the Post-auction Analysis report of the Canadian 600 MHz auction prepared by ISED.

6.2 Deliverables and Timelines

The deliverables and required timelines for the project are as follows:

- A draft report must be delivered to the Project Authority for review and approval within forty (40) business days of the initial meeting. The draft report must be submitted in both hard copy and/or electronic format (Word and/or PDF).
- The final report must be delivered within ten (10) business days of the receipt of comments from ISED regarding the draft report. The final report must be submitted in both hard copy and/or electronic format (Word and/or PDF).

7.0 MANAGEMENT OF THE PROJECT

The Spectrum Licensing Policy Branch is responsible for the management of this project.



Request for Proposal: ISED193495

ATTACHMENT 1 TO APPENDIX A - 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 Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Innovation, Science and Economic Development Canada, 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 Serial No.:

Date: _____

Signature: _____



APPENDIX B - TERMS OF PAYMENT

1.0 BASIS OF PAYMENT

Her Majesty the Queen in right of Canada agrees to pay the Contractor a sum not to exceed \$ *(will be completed at contract award)*, plus applicable taxes, for the work performed in accordance to the Statement of Work.

1.1 Pre-Authorized Travel and Living Expenses:

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

1.2 Initial Contract Period *(will be completed at contract award)*

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.: 001

Description: Phase I: Draft Report

Due Date:

Firm Amount:

Milestone No.: 002

Description: Phase II: Delivery of Final Report

Due Date:

Firm Amount:

Milestone No.: 003

Description: Phase III: Delivery of Presentation

Due Date:

Firm Amount:

Total Estimated Cost - Contract Period (excluding applicable taxes): \$ *(will be completed at contract award)*

2.0 LIMITATION OF EXPENDITURES

No increase in the total liability of Her Majesty or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Her Majesty to be exceeded without the prior written approval of the Contracting Authority.

3.0 METHOD OF PAYMENT - MILESTONE PAYMENTS

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete 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. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.



Request for Proposal: ISED193495

3.1 ELECTRONIC PAYMENT OF INVOICES – CONTRACT *(will be completed at contract award)*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M).

4.0 INVOICING INSTRUCTIONS

The invoices shall be sent to address indicated above. Each invoice should include the contract number, the Contractor's name, address, tax registration number(s) (if applicable), and a description of the work performed, including the number of days worked when the per diem rates are applicable, during the period covered by the invoice. The applicable tax(es) shall be submitted as a separate amount(s) on the invoice.

All of the above will be to the satisfaction of the Project Authority.