



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St., / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**OR via ePost Connect**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services - EL Division/Services  
professionnels en informatique - division EL

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Professional Services - TBIPS 2	
<b>Solicitation No. - N° de l'invitation</b> FP845-190030/A	<b>Date</b> 2019-11-15
<b>Client Reference No. - N° de référence du client</b> FP845-190030	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-618-37024	
<b>File No. - N° de dossier</b> 618el.FP845-190030	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-12-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Laassouli(EL DIV.), Hicham	<b>Buyer Id - Id de l'acheteur</b> 618el
<b>Telephone No. - N° de téléphone</b> (613) 858-9817 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS 200 KENT ST. 12S037 OTTAWA Ontario K1A0E6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **BID SOLICITATION**

**FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-  
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS) – TIER 2  
VARIOUS CATEGORIES**

**FOR**

**FISHERIES AND OCEANS CANADA (DFO)**

## Table of Contents

PART 1 - GENERAL INFORMATION.....	5
1.1 Introduction.....	5
1.2 Summary .....	5
1.3 Debriefings .....	6
PART 2 - BIDDER INSTRUCTIONS.....	7
2.1 Standard Instructions, Clauses and Conditions .....	7
2.2 Submission of Bids.....	7
2.3 Enquiries - Bid Solicitation .....	7
2.4 Former Public Servant.....	8
2.5 Applicable Laws.....	9
2.6 Improvement of Requirement During Solicitation Period .....	9
2.7 Volumetric Data .....	10
PART 3 - BID PREPARATION INSTRUCTIONS.....	11
3.1 Bid Preparation Instructions.....	11
3.2 Section I: Technical Bid.....	13
3.3 Section II: Financial Bid.....	14
3.4 Section III: Certifications.....	15
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	16
4.1 Evaluation Procedures .....	16
4.2 Technical Evaluation.....	19
4.3 Financial Evaluation .....	20
4.4 Basis of Selection.....	24
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....	26
5.2 Certifications Precedent to Contract Award and Additional Information.....	26
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	27
6.1 Security Requirement .....	27
6.2 Financial Capability .....	27
PART 7 - RESULTING CONTRACT CLAUSES .....	28

7.1	Requirement.....	28
7.2	Task Authorization .....	28
7.3	Minimum Work Guarantee .....	30
7.4	Standard Clauses and Conditions .....	31
7.5	Security Requirement .....	31
7.6	Contract Period.....	32
7.7	Authorities.....	32
7.8	Proactive Disclosure of Contracts with Former Public Servants.....	33
7.9	Payment.....	33
7.10	Invoicing Instructions .....	35
7.11	Certifications and Additional Information .....	35
7.12	Federal Contractors Program for Employment Equity - Default by Contractor .....	35
7.13	Applicable Laws.....	36
7.14	Priority of Documents .....	36
7.15	Foreign Nationals (Canadian Contractor).....	36
7.16	Foreign Nationals (Foreign Contractor) .....	36
7.17	Insurance Requirements .....	36
7.18	Limitation of Liability - Information Management/Information Technology .....	38
7.19	Joint Venture Contractor .....	39
7.20	Professional Services - General .....	40
7.21	Safeguarding Electronic Media .....	41
7.22	Representations and Warranties .....	41
7.23	Access to Canada's Property and Facilities.....	42
7.24	Identification Protocol Responsibilities.....	42

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

Annex A Statement of Work

Annex B Basis of Payment

Annex C Security Requirements Check List

Appendix A to Annex A - Tasking Assessment Procedure

Appendix B to Annex A - Task Authorization (TA) Form

Appendix C to Annex A - Resources Assessment Criteria

Appendix D to Annex A - Certifications at the TA stage

**List of Attachments to the RFP:**

Attachment 1: Bid Submission Form

Attachment 2: Bid Evaluation Criteria

Attachment 3: Pricing Schedule

Attachment 4: Federal Contractors Program for Employment Equity - Certification

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work and any other annexes.

### 1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Fisheries and Oceans Canada (DFO) (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of 1 contract for 1 year plus 3 one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoLFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the Canadian Free Trade Agreement (CFTA).
- (e) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."
- (f) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.

- (g) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in all required resource categories in this solicitation and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (h) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (i) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
G.8 - Geographic Information System Project Manager	2	1
G.1 - Geomatics Analyst	2	1
G.2 - Geomatics Specialist	2	1
G.4 - Geographic Information Systems Application Architect	3	1
G.3 - Geographic Information Systems Application Analyst	3	1
G.7 - Geographic Information Systems Programmer Analyst	3	1

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
  - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFS), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 180 days
- (f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
  - 1. Facsimile

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### 2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation.

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

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

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.



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

## 2.4 Former Public Servant

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

(b) **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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

(c) **Former Public Servant in Receipt of a Pension**

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

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

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

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

(d) **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## 2.5 Applicable Laws

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

**Note to Bidders:** Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

## 2.6 Improvement of Requirement During Solicitation Period

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

**2.7 Volumetric Data**

The estimated number of resources data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### (a) Epost Connect Bid Submission

- (i) If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
  - (A) Section I: Technical Bid
  - (B) Section II: Financial Bid
  - (C) Section III: Certifications
- (iii) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

#### (b) Soft Copy Bid Submission (USB key)

- (i) If the Bidder chooses to submit its bid in soft copy via the PWGSC Bid Receiving Unit, Canada requests that the Bidder submits its bid in separate sections as follows:
  - (A) Section I: Technical Bid – One soft copy on a USB key
  - (B) Section II: Financial Bid – One soft copy on a SEPARATE USB key
  - (C) Section III: Certifications – One soft copy on a USB key
- (c) If the Bidder is simultaneously providing an epost Connect copy and soft copy of the bid and if there is a discrepancy between the wording of the epost Connect copy and soft copy, the wording of the epost Connect copy will have priority over the wording of the soft copy.
- (d) Canada is not requesting a hard copy of the bid. However, if the Bidder submits a hard copy of its bid, and if there is a discrepancy between the wording of the soft or epost Connect copy and the hard copy, the wording of the soft or epost Connect copy will have priority over the wording of the hard copy.
- (e) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (f) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
  - (i) use 8.5 x 11 inch (216 mm x 279 mm) page size;
  - (ii) use a numbering system that corresponds to the bid solicitation;
  - (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
  - (iv) include a table of contents.
- (g) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
  - (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, **and** using staples or clips instead of cerlox, duotangs or binders.
- (h) **Submission of Only One Bid:**
- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
  - (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
    - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
    - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
    - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
    - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
  - (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .
- (i) **Joint Venture Experience:**
- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.
  - (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

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

That show in total 100 billable days.

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

### 3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Attachment 1 with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

- (ii) **Substantiation of Technical Compliance:**

- (A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment 2, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 2, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment 2, which is the requested format for providing the substantiation. The substantiation must not simply be a

repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 2, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

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

- (A) In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references. If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. These customer references must each confirm if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 2.

- (B) The form of question to be used to request confirmation from customer references is as follows:

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

☐ *Yes, the Bidder has provided my organization with the services described above.*

☐ *No, the Bidder has not provided my organization with the services described above.*

☐ *I am unwilling or unable to provide any information about the services described above.*

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

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

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment 3. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

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

### **3.4 Section III: Certifications**

It is a requirement that bidders submit the certifications and additional information identified under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
  - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
  - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives 4 or fewer Bids by the bid solicitation closing date.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE

**TO OTHER MANDATORY REQUIREMENTS.**

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

**4.1.1.2 Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

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

#### **4.1.1.3 Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

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

## **4.2 Technical Evaluation**

### **(a) Mandatory Technical Criteria:**

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (ii) The mandatory technical criteria are described in Attachment 2.

- (iii) If the Phased Bid Compliance Process applies, it will apply only to mandatory technical criteria identified by the superscript (<sup>PB</sup>). Mandatory technical criteria not identified by the superscript (<sup>PB</sup>) will not be subject to the Phased Bid Compliance Process.

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

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- (ii) The rated requirements are described in Attachment 2.

(c) **Number of Resources Evaluated:**

Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix C of Annex A.

(d) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders to be recommended for contract award.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

#### **4.3 Financial Evaluation**

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s).
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).

- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:

(i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

(ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:

- (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
- (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:
- $$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$
- (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

TABLE 1 - MAXIMUM POINTS ASSIGNED					
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	TOTAL POINTS
G.8 - Geographic Information System Project Manager	100	100	100	100	400
G.1 - Geomatics Analyst	200	200	200	200	800
G.2 - Geomatics Specialist	100	100	100	100	400
G.4 - Geographic Information Systems Application Architect	50	50	50	50	200
G.3 - Geographic Information Systems Application Analyst	100	100	100	100	400
G.7 - Geographic Information Systems Programmer Analyst	100	100	100	100	400
TOTAL	650	650	650	650	2,600

- (iii) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.



(iv) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
TOTAL	300						
STEP 1 - Establishing the lower and upper median band limits for each year and each resource category							
(Median 1)	For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.						
(Median 2)	For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.						
(Median 3)	For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.						
(Median 4)	For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.						
(Median 5)	For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.						
(Median 6)	For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.						
STEP 2 - Points Allocation:							
Bidder 1:							
Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)							
Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)							
Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)							
Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)							
Project Manager Year 1 = 0 points (outside the lower and higher median band limits)							
Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)							
Bidder 2:							
Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)							
Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)							
Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)							
Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)							
Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)							
Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)							
Bidder 3:							

Programmer Year 1 =	66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Programmer Year 2 =	66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Business Analyst Year 1 =	46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)
Business Analyst Year 2 =	0 points (outside the lower and higher median band limits)
Project Manager Year 1 =	25 points (lowest price within the lower and upper median band limits)
Project Manager Year 2 =	25 points (lowest price within the lower and upper median band limits)
<b>STEP 3 - Financial Score:</b>	
<b>Bidder 1:</b>	$75 + 75 + 50 + 50 + 0 + 22.22 =$ Total Financial Score of 272.22 points out of a possible 300 points
<b>Bidder 2:</b>	$71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 =$ Total Financial Score of 284.82 points out of a possible 300 points
<b>Bidder 3:</b>	$66.67 + 66.67 + 46.15 + 0 + 25 + 25 =$ Total Financial Score of 229.49 points out of a possible 300 points

(d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **STEP 1 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 3 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 3 below.

<b>TABLE 3 - MAXIMUM POINTS ASSIGNED</b>					
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	TOTAL POINTS
G.8 - Geographic Information System Project Manager	100	100	100	100	400
G.1 - Geomatics Analyst	200	200	200	200	800
G.2 - Geomatics Specialist	100	100	100	100	400
G.4 - Geographic Information Systems Application Architect	50	50	50	50	200
G.3 - Geographic Information Systems Application Analyst	100	100	100	100	400
G.7 - Geographic Information Systems Programmer Analyst	100	100	100	100	400
<b>TOTAL</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>2,600</b>



- (ii) **STEP 2 - FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

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

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

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

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

(f) **Formulae in Pricing Tables**

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

#### 4.4 Basis of Selection

(a) **Evaluation of Bid**

**Selection Process:** The following selection process will be conducted:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.
  - (A) Calculation of Total Technical Score: the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:
$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points at Attachment 2)}} \times 60 = \text{Total Technical Score}$$
  - (B) Calculation of Total Financial Score: the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:
$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned)}} \times 40 = \text{Total Financial Score}$$
  - (C) Calculation of the Total Bidder Score: the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
- (iii) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Technical Score will become the top-ranked bidder.
- (b) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### (a) 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website. (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html> ).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment 4, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment 4 - Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

#### (b) Certification of Language - English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be:

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

#### (c) Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

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

### **6.1 Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### **6.2 Financial Capability**

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Fisheries and Oceans Canada (DFO).
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 Task Authorization

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

- (F) any option(s) to extend initial end date (if applicable);
  - (G) milestone dates for deliverables and payments (if applicable);
  - (H) the number of person-days of effort required;
  - (I) whether the work requires on-site activities and the location;
  - (J) the language profile of the resources required;
  - (K) the level of security clearance required of resources;
  - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (M) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 5 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (i) To be validly issued, a TA must include the following signatures:
    - (A) for any TA, inclusive of revisions, with a value less than or equal to \$250,000.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority.
    - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
      - (1) the Technical Authority; and
      - (2) the Contracting Authority.
- Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.
- (f) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a [quarterly basis](#) to the Contracting

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

(ii) The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

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

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

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended) :

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

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

### 7.3 Minimum Work Guarantee

(a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
- (ii) **"Minimum Contract Value"** means \$20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.



- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
  - (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within ten business days of Contract award.

#### 7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

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

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
  - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
  - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

#### 7.5 Security Requirement

The following security requirements (SRCL #6 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.



- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
- (b) The Contractor personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid Reliability Status, granted or approved by CISD/PWGSC
- (c) The Contractor must not remove any protected information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction
- (d) Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
- (e) The Contractor must comply with the provisions of the:
  - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (ii) Industrial Security Manual (Latest Edition)

#### 7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 1 year later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
  - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

#### 7.7 Authorities

- (a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Hicham Laassouli

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Professional Services Procurement Directorate

Address: 10 Wellington., Gatineau, Québec

Telephone: 613-858-9817

E-mail address: [hicham.laassouli@tpsgc-pwgsc.gc.ca](mailto:hicham.laassouli@tpsgc-pwgsc.gc.ca)

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

(b) **Technical Authority (contact information will be identified at the time of contract award)**

The Technical Authority for the Contract is:

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

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative (contact information will be identified at the time of contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.8 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.9 Payment

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General

Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

- (v) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- (b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**
- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) 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) 4 months before the contract expiry date, or
- (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work

associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

**7.10 Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.

**7.11 Certifications and Additional Information**

- (a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation 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 Contract Period.

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

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

**7.13 Applicable Laws**

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

**7.14 Priority of Documents**

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
  - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;
- (d) Annex A, Statement of Work, including its Appendices as follows:
  - (i) Appendix A to Annex A - Tasking Assessment Procedure;
  - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
  - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
  - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
- (h) the Contractor's bid dated \_\_\_\_\_ as clarified on \_\_\_\_\_ or as amended on \_\_\_\_\_.

**7.15 Foreign Nationals (Canadian Contractor)**

- (a) 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.*

**7.16 Foreign Nationals (Foreign Contractor)**

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

**7.17 Insurance Requirements****(a) Compliance with Insurance Requirements**

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable

law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
  - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.



- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**7.18 Limitation of Liability - Information Management/Information Technology**

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
  - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
    - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
  - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
    - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
  - (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
- (c) **Third Party Claims:**
- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
  - (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
  - (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

#### 7.19 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: (information will be identified at the time of contract award).



- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
  - (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
  - (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

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

## 7.20 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

### Replacement of Specific Individuals

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

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

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

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

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

#### **7.21 Safeguarding Electronic Media**

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

#### **7.22 Representations and Warranties**

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

**7.23 Access to Canada's Property and Facilities**

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

**7.24 Identification Protocol Responsibilities**

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

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

## ANNEX A

### STATEMENT OF WORK

#### 1 Title: MSDI Marine Spatial Planning Development Project

#### 2 General Information

##### 2.1 Objective

Fisheries and Oceans Canada (DFO) requires informatics professional resources on an as and when requested basis to support the prototyping of value added applications for the Enterprise Geographic Information System platform.

##### 2.2 Background

Fisheries and Oceans Canada (DFO) is developing a Marine Spatial Data Infrastructure (MSDI) to enable improved use, access, visualization, analysis and dissemination of spatial data in support of Marine Spatial Planning. In earlier phases of this project, key elements of the MSDI were put in place, including physical and cloud infrastructure, a web presence, a series of datasets, applications and Story Maps. The MSDI project will add more datasets, require creation of additional applications and Story Maps to permit analysis and sharing of information in support of Marine Spatial Planning and other DFO priorities from 2019-2023.

##### 2.3 Scope

- The scope of work covers specific interrelated activities and components including the creation of content to enhance an existing dedicated MSDI home page that is compliant with Government of Canada (GoC) directives, DFO functionalities, specifications, as well as preparing business requirements documents and creating prototype applications to support Department of Fisheries and Oceans programs and activities. This work may require liaison with specific areas of other partner federal departments. The main objective of the MSDI is to provide targeted, value added applications using DFO data to support evidence-based analysis, decision making and data dissemination. Each application will have an application sponsor and a team of subject matter experts, owning and managing the data that is required by the application being designed.
- The first part of the work involves gathering the requirements for the specific application from the application sponsors and meeting with the members of their team. The contractor will work with the sponsor to refine requirements in order to complete a predefined four-page form required by DFO Information Management and Technology Services (IMTS). This could be an iterative process, requiring 3-4 iterations with imposed deadlines to ensure swift responses from the clients.
- Once the requirements have been determined, data from the application sponsor team must be gathered to create a mock-up of the application. A mock-up of the application must be created using ESRI technology, templates, widgets and tools, as these are supported by DFO's GIS IMTS team.
- Extensive application customization using ESRI templates, tools, various widgets, and mock-ups will be needed to make the MSDI applications described in this project. Efficient, streamlined, and operational development is expected to span over four years for Marine Spatial Planning, in addition to other existing and emerging DFO priorities.

- Validation of the requirements with the application sponsor and their team will ensure the application will do what the clients need and that the requirements were well understood. This can also be an iterative process and will need 3-4 iterations at most with imposed deadlines. Final approval of the requirements and the mock-up from the application sponsor and his team is the end of this process.
- Once approval is received from the application sponsor, the business requirements form is finalized and the form, the data and the mock-up is transferred to the GIS team within IMTS who will be responsible for deployment and development of the application on Development servers, testing on Test servers and final approval for deployment on MSDI Production servers.
- Currently, the MSDI environment within DFO consists of separate physical Development, Test and Production servers, as well as a Cloud environment. We also have an internal web page featuring the various applications developed on these servers. It is this environment that must be built upon. It is expected that many datasets will be provided from DFO MSP (Sciences and Oceans groups being the major contributors), in order to support this ongoing development effort. The data might be stored where it is maintained by the owners or on the MSDI infrastructure.

## **2.4 Time frame**

- Estimated Start: Fiscal Year 2019-2020
- Estimated Completion Date Phase 1: End of Fiscal Year 2019-2020
- Estimated Completion Date Phase 2: End of Fiscal Year 2020-2021
- Estimated Completion Date Phase 3: End of Fiscal Year 2021-2022
- Estimated Completion Date Phase 4: End of Fiscal Year 2022-2023

## **2.5 Phase of the Work**

### **2.5.1 Phase 1:**

- The MSDI web presence will have to be modified with new content prototyped by the contractor in collaboration with the MSDI team, the DFO communication and IMTS GIS team to reflect the addition of new applications, Story Maps and datasets added for the MSP program under the Thematic and Laws viewers.
- The applications prototyped by the contractor in 2019-2020 will have to go through the existing DFO prioritization and approval process used under Oceans Protection Plan (OPP) and must be made available through the MSDI web presence. Applications priority will be defined by the DFO MSDI team. The application process created by the contractor must provide : business intake, application requirements, mock-up/prototype of the application and finally approval by the application sponsor and his team before publication can be approved. The web presence content has to be validated by communications for Web Content Accessibility Guidelines (WCAG) compliance and plain language.

### **2.5.2 Phase 2**

- Activities included in Phase 1, plus:
- The contractor is responsible for the modifications and maintenance of prototypes not already migrated to DFO infrastructure.
- The MSDI web presence will have to be modified with new content prototyped by the contractor in collaboration with the MSDI team, the DFO Communications and IMTS GIS team to reflect the addition of new applications, Story Maps and datasets added for the MSP program under the Thematic and Laws viewers.

- The applications created by the contractor in 2020-2021 must be provided by the contractor in order to be made available through the MSDI home page.

#### **2.5.3 Phase 3:**

- Activities included in previous phases, plus:
- The contractor is responsible for the modifications and maintenance of prototypes not already migrated to DFO infrastructure.
- The MSDI web presence will have to be modified with new content prototyped by the contractor in collaboration with the MSDI team, the DFO communication and IMTS GIS team to reflect the addition of new applications, Story Maps and datasets added for the MSP program under the Thematic and Laws viewers.
- The applications created by the contractor in 2021-2022 must be provided by the contractor in order to be made available through the MSDI home page.

#### **2.5.4 Phase 4**

- Activities included in previous phases, plus:
- The contractor is responsible for the modifications and maintenance of prototypes not already migrated to DFO infrastructure.
- The MSDI web presence will have to be modified with new content prototyped by the contractor in collaboration with the MSDI team, the DFO communication and IMTS GIS team to reflect the addition of new applications, Story Maps and datasets added for the MSP program under the Thematic and Laws viewers.
- The applications created by the contractor in 2022-2023 must be provided by the contractor in order to be made available through the MSDI home page.

### **2.6 Constraint and policies**

#### **The Contractor must ensure the following:**

- All components developed must be compliant with Web Content Accessibility Guidelines (WCAG), and largely compliant with the GoC directives.
  - Compliance Checker : <https://achecker.ca/checker/index.php>
  - WCAG documents : <http://www.w3.org/WAI/standards-guidelines/wcag/>
- The MSDI must support only data and applications that include compliant metadata as per ISO 19115:2003 and Harmonized North American Profile (H-NAP) which the Government of Canada (GoC) is mandated to follow by the Treasury Board Secretariat (TBS).
- The MSDI developments must be in line with the Open Geospatial Consortium (OGC) and the Canadian Geospatial Data Infrastructure (CGDI) standards.
- Datasets shared through the MSDI applications must be accompanied by appropriate metadata and compatible map (not limited to WMS, WFS, REST) in order to be shared through the various Open Government initiatives when authorized by the owner of the data : Federal Geospatial Platform (FGP), Open Maps (OM) and Open Data (OD).

### **2.7 Location of Work**

The Contractor does not need to work on-site or use GoC assets. The work location is off-site and therefore no travel or living expenses are covered within this requirement.

### **2.8 Progress Meetings**

A weekly progress meeting and report is required, in addition to a monthly presentation and report to the CHS Director of Hydrography regarding the status of development which will include identifying any work

that has been done, proposed timelines moving forward, any problems and/or concerns, as well as possible solutions.

## **2.9 Deliverables**

At the end of each of the four phases, the following items are required:

- Updated MSDI applications are to be delivered within the DFO MSDI infrastructure and on-site.
- Report detailing items not completed with reasoning and solution path.

## **2.10 Categories of Resources**

The following resource categories are required on an as and when requested basis in accordance with the TBIPS tier2:

- G.8 Geographic Information System Project Manager Level 2
- G.1 Geomatics Analyst Level 2
- G.2 Geomatics Specialist Level 2
- G.4 Geographic Information Systems Application Architect Level 3
- G.3 Geographic Information Systems Application Analyst Level 3
- G.7 Geographic Information Systems Programmer Analyst Level 3

## **2.11 Language**

All deliverables are expected to be delivered in English and French. The translation of all content to French is the responsibility of the contractor. The data layers must be provided with H-NAP ISO 19115:2003 metadata in bilingual format, French and English.

## **2.12 Compliance Requirements**

The contractor must ensure that all applications must:

- be WCAG compliant. It is expected that WCAG limitations be communicated early and that alternatives be proposed in order to meet the application's envisioned purpose.
- be bilingual (English and French).
- have complete metadata in accordance with FGP, HNAP and ISO 19115:2003 standards and best practices. A series of templates will be provided and will have to be drafted by the contractor, to be reviewed by the technical authority. Limitations encountered should be identified and mitigation solutions be proposed.
- be compliant with OGC standards and ArcGIS Online technologies.
- Geocortex functionalities and alternatives needed in order to meet the WCAG and bilingual requirements must be evaluated.
- All applications developed must have a common look and feel based on obligations from the Treasury Board Secretariat guidelines and best practices.

## **3 Tasks**

### **3.1 G.8 Geographic Information Systems Project Manager**

**Responsibilities could include but are not limited to within both the Information Technology and Geographic Information System environments**

- Defines and documents the objectives for the project; determines budgetary requirements, the composition, roles and responsibilities, and terms of reference for the project team



- Manages the project during the initial requirement gathering, implementation and operations start-up by ensuring that resources are made available, that the project is established, and made fully operational within agreed time, cost and performance parameters
- Formulates statements of problems; establishes procedures for the advancement and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof
- Reports progress of the project on an ongoing basis and at scheduled points in the life cycle
- Meets in conference with stakeholders and states problems in a form capable of being solved
- Prepares material not limited to plans, charts, tables and diagrams to assist in analyzing or displaying problems; works with a variety of project management tools
- Project sign-off
- Manages the project during the development, implementation and operations.
- Ensures that the project is developed, and made fully operational within agreed time.

**Specialties could include but are not limited to**

ESRI GIS Product Suites not limited to ArcGIS Online (AGOL), ArcGIS Desktop, ArcGIS Pro, ArcGIS Server

**3.2 G.1 Geomatics Analyst Level 2**

**Responsibilities could include but are not limited to**

- Defines and documents detailed statements of requirement
- Analyzes functional requirements to identify information, procedures and decision flows
- Evaluates existing procedures and methods, identifies and documents database content, structure and application sub-systems, and develops data dictionary
- Defines and documents interfaces of manual to automated operations within sub-systems, to external systems and between new and existing systems
- Defines input/output sources, including a detailed plan for technical design phase, and obtains approval of same
- Defines and documents in detail all system components, their interfaces and operational environment
- Proposes data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems
- Documents system design, concepts and facilities, presents and obtains approval of detailed system design
- Produces an operational system including all forms, manuals, programs, data files and procedures



- Provides advice on Geographic Information System (GIS) and Remote Sensing technology and its application
- Demonstrates new analysis and modeling techniques
- Plans and implements functional prototypes
- Interprets project objectives and creates appropriate data, analysis and output products (maps, reports)
- Restructures data from various sources and in diverse formats
- Creates, updates and maintains procedures and standards
- Documents data sets
- Designs processes for performing earth observation (EO) image processing
- Designs and writes GIS and/or Remote Sensing related programs

**Specialties could include but are not limited to**

ESRI GIS Product Suites not limited to ArcGIS Online (AGOL), ArcGIS Desktop, ArcGIS Pro, ArcGIS Server

**3.3 G.2 Geomatics Specialist Level 2**

**Responsibilities could include but are not limited to**

- Implements data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems
- Tests and implements small systems and sub-systems of larger systems
- Produces forms, manuals, programs, data files and procedures
- Produces components of an operational system including all forms, manuals, programs, data files and procedures
- Demonstrates new analysis and modeling techniques
- Creates, updates, revises and documents GIS and/or earth observation data sets
- Creates appropriate data, analysis and output products (maps, reports) to meet project objectives
- Restructures data from various sources and in diverse formats
- Creates, updates and maintains procedures and standards
- Supports the design of, and writes, GIS and remote sensing related programs
- Analyses and processes earth observation (EO) image and GIS data

**Specialties could include but are not limited to**

ESRI GIS Product Suites not limited to ArcGIS Online (AGOL), ArcGIS Desktop, ArcGIS Pro, ArcGIS Server

**3.4 G.4 Geographic Information Systems Application Architect Level 3****Responsibilities could include but are not limited to**

- Designs and proposes application architecture for the project, in the context of the overall system architecture.
- Selects the paradigm and technology for application program-to-program communication (APPC) among the components.
- Defines the application tiers, frameworks, components types and interfaces
- Specifies and provides ownership of reusable application components or reusable application code, widgets & tools
- Identifies key business and technology drivers that impact application architectures, such as end-user community requirements, existing software distribution capabilities, existing application environment (including legacy and packaged systems), and performance and availability requirements, and designing application architecture to meet these considerations
- Defines strategies and plans for application rationalization and retirement in the context of the project's phasing strategy
- Leads the application team in architecture decisions and reviewing/authorizing team architecture decisions
- Leads code design reviews
- Monitors and supports the implementation of the system's applications to ensure they are compliant with the application architecture, and refines the application architecture as required

**Specialties could include but are not limited to**

ESRI GIS Product Suites not limited to ArcGIS Online (AGOL), ArcGIS Desktop, ArcGIS Pro, ArcGIS Server

**3.5 G.3 Geographic Information Systems Application Analyst Level 3****Responsibilities could include but are not limited to**

- Defines and documents detailed statements of requirement
- Analyzes functional requirements to identify information, procedures and decision flows
- Evaluates existing procedures and methods, identifies and documents database content, structure and application sub-systems, and develops data dictionary
- Defines and documents interfaces of manual to automated operations within sub-systems, to external systems and between new and existing systems
- Defines input/output sources, including a detailed plan for technical design phase, and obtains approval of same
- Defines and documents in detail all system components, their interfaces and operational environment

- Proposes data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems
- Documents system design, concepts and facilities, presents and obtains approval of detailed system design
- Produces an operational system including all forms, manuals, programs, data files and procedures
- Performs manual code changes
- Performs screen and report changes
- Gathers and analyzes data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
- Designs methods and procedures for small computer systems and sub-systems of larger systems
- Develops, tests and implements small systems and sub-systems of larger systems
- Produces forms, manuals, programs, data files and procedures
- Provides advice on GIS technology and its application
- Designs and implements functional prototypes
- Demonstrates new analysis and modeling techniques
- Creates, updates, revises and documents GIS data sets in a prototype environment
- Interprets project objectives and appropriate data, analysis and output products
- Restructures data from various sources and in diverse formats
- Creates, updates and maintains procedures and standards
- Designs and writes GIS-related programs
- Provides operational, technical and analytical expertise to GIS projects by understanding how to apply the principles and practices of GIS as a decision support tool.
- Translates spatially related user requirements and technical systems specifications into working, tested GIS applications, including developing detailed programming specifications, writing and/or generating code, compiling and integrating data driven programs and systems, interacting with spatial databases and conducting unit tests.
- Provides the ability to access remote sensing imagery not limited to satellite imagery data from a database. Handling, storing and providing access to remote sensing imagery.

**Specialties could include but are not limited to**

ESRI GIS Product Suites not limited to ArcGIS Online (AGOL), ArcGIS Desktop, ArcGIS Pro, ArcGIS Server

**3.6 G.7 Geographic Information Systems Programmer Analyst Level 3****Responsibilities could include but are not limited to**

- Designs the overall target architecture of the IT system to meet the formally established requirements (functional and non-functional) of a project
- Monitors and supports the development of the system to ensure it is compliant with the target architecture and refining the target architecture as required.
- Ensures the integration of the system's component architectures – data, application, infrastructure, etc., into the overall target system architecture
- Ensures the integration of the system architecture into the sponsoring organization's enterprise architecture
- Establishes phased project plans that lead to a completed target architecture
- Leads the development of architecture Guiding Principles and architecture blueprints
- Ensures the systems overall viability throughout the systems development and implementation phases;
- Ensures the solution and the scope is compliant with the stated requirements (quality control)
- Balances trade-offs between requirements and costs for the system and communicating the issues to the Technical Authority
- Surveying emerging developments, new technologies, standards and methodologies that will have a positive impact on the system architecture, and incorporating these into the system architecture
- Manages the System Architecture team to achieve these goals
  
- Defines and documents detailed statements of requirement
- Analyzes functional requirements to identify information, procedures and decision flows
- Evaluates existing procedures and methods, identifies and documents database content, structure and application sub-systems, and develops data dictionary
- Defines and documents interfaces of manual to automated operations within sub-systems, to external systems and between new and existing systems
- Defines input/output sources, including a detailed plan for technical design phase, and obtains approval of same
- Defines and documents in detail all system components, their interfaces and operational environment
- Proposes data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems
- Documents system design, concepts and facilities, presents and obtains approval of detailed system design
- Produces an operational system including all forms, manuals, programs, data files and procedures
- Performs manual code changes
- Performs screen and report changes
- Gathers and analyzes data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications

- Designs methods and procedures for small computer systems and sub-systems of larger systems
- Develops, tests and implements small systems and sub-systems of larger systems
- Produces forms, manuals, programs, data files and procedures
- Provides advice on GIS technology and its application
- Designs and implements functional prototypes
- Demonstrates new analysis and modeling techniques
- Creates, updates, revises and documents GIS data sets in a prototype environment
- Interprets project objectives and appropriate data, analysis and output products
- Restructures data from various sources and in diverse formats
- Creates, updates and maintains procedures and standards
- Designs and writes GIS-related programs
- Provide operational, technical and analytical expertise to GIS projects by understanding how to apply the principles and practices of GIS as a decision support tool.
- Translate spatially related user requirements and technical systems specifications into working, tested GIS applications, including developing detailed programming specifications, writing and/or generating code, compiling and integrating data driven programs and systems, interacting with spatial databases and conducting unit tests.
- In the course of the MSDI project under MSP the Canadian Hydrographic Service (CHS) has a requirement to provide access to remote sensing imagery not limited to satellite imagery data and this resource will require experience in handling, storing and providing access to remote sensing imagery.

**Specialties could include but are not limited to**

ESRI GIS Product Suites not limited to ArcGIS Online (AGOL), ArcGIS Desktop, ArcGIS Pro, ArcGIS Server

## ATTACHMENT 1 TO ANNEX A REFERENCE INFORMATION

### 1 Applications

**1.1** The contractor must provide informatics professional services to the Canadian Hydrographic Service (Department of Fisheries and Oceans) on an “as and when requested” basis as initiated through Task Authorizations (TAs). TAs may be issued for any of the resource categories identified in section 4 below.

#### **1.2 Applications Prototyping**

Many applications will be prototyped in parallel due to the fact that there are multiple streams of activity that will be introduced simultaneously for the:

- Marine Spatial Planning (Department of Fisheries and Oceans, Oceans and Sciences sectors)
- Canadian Hydrographic Service (Department of Fisheries and Oceans)
- Surveyor General Branch (Natural Resources Canada)
- Canadian Coast Guard (Department of Fisheries and Oceans)

##### **1.2.1 Marine Spatial Planning Applications**

All the following geo-enabled mapping and spatial analysis applications should leverage the same data sources. It is expected that 3 to 4 years' worth of data will need to be incorporated and structured into functional applications in order to support the reporting of high-level decision-making.

##### **1.2.2 Regional Atlases App**

Marine Spatial Plans are tailored to each unique area (Bay of Fundy/Scotian Shelf, Newfoundland and Labrador Shelves, Pacific North Coast, Salish Sea, Gulf of St. Lawrence) to help manage human activities and their impacts on Canada's oceans.

The current deliverables fall under but are not limited to cartographic web applications for the five unique areas – Atlases will represent the bioregions (listed above). These Atlases are discovery tools, where geospatial information can be visualised and distributed to stakeholders (internally & externally) in the ESRI environment. Specifications of the atlases would include existing ESRI widgets, with the ability to develop custom widgets. Further, capacity for large amounts of geospatial information is key. A total of 6 applications are currently planned, five for the existing areas and one national application.

##### **1.2.3 Canadian Hydrographic Service Applications**

- 1.2.3.1** Higher resolution Non Navigational base map developed by CHS (NONNA10 and NONNA2)  
Following the release and use of the non navigational base map at 100 metres resolution for the MSDI and to the Federal Geospatial Platform (FGP) and Open Maps/Open Data, CHS will generate a higher resolution version of the non-navigational base map to be integrated into the existing CHS Basemap application. These base maps will showcase bathymetric information, undersea feature names, electronic nautical charts look and feel, simplified blue, dark and pale gray scale maps.

**1.2.3.2 OPP - Reporting Tool**

Web application reporting the number of DFO data sets downloaded from FGP. There are four reporting areas, Arctic, Near Shore Bathymetry, Port, and Dynamic Products. Basic discoverability is a key function in this application, along with the creation of a dashboard for reporting purposes. The creation of a Story Map may also be required. The OPP reporting tool already exists, therefore this is enhancement work.

**1.2.3.3 MLB - Canada's Official Maritime Zones**

Web application depicting Maritime Limits and Boundaries, showcasing current status and upcoming evolution. This application will require different levels of access in order to support distribution of restricted datasets and information.

**1.2.3.4 CHS Prioritization Tool**

An integrated planning and decision-making tool allowing CHS to select and identify products and areas which need to be prioritized in support of CHS nautical product updates and maintenance. The CHS Prioritization Tool already exists, therefore this is enhancement work. Basic discoverability is a key function in this application, , with the ability to story large datasets and metadata. A dashboard may also be required, along with the creation of a Story Map.

**1.2.3.5 Ports**

An integrated application showcasing harbour information Canada-wide for CHS identified ports.

**1.2.3.6 Northern Low Impact Shipping Corridors**

An integrated application supporting navigation in the Arctic. This application is already in existence, but will need enhancements using the latest ESRI widgets for data discoverability, along with the ability to store and display large volume of data and metadata.

**1.2.4 Surveyor General Branch Applications****1.2.4.1 Marine Cadastre**

An application encompassing all rights, restrictions and responsibilities given to the Government of Canada. This application builds on the NTS grid, the Maritime Limits and Boundaries (MLB), and other Base maps.

**1.2.4.2 National Topographic System (NTS) grid application/basemap**

The initial grid used to support the marine cadastre. This application is to showcase this layer, and justify its role in the definition of other legal entities which will be used in the Marine Cadastre. This NTS is tightly dependent on the Maritime Limits and Boundaries application and relevant dataset.

**1.2.4.3 Oil and Gas Permit**

An application allowing the viewing, searching and creation of oil and gas permits by DFO staff (internal users).

**1.2.4.4 Marine Protected Areas**

A specialized application of the Marine Cadastre, enabling the description of Marine Protected Areas. This will be used to describe associated rights, restrictions, and responsibilities of each area, and also support the creation and identification new Marine Protected Areas.



**1.2.4.5 DGGs Grid Application/basemap**

The initial grid used to support the marine cadastre. This application is to showcase this layer, and justify its role in the definition of other legal entities, in a descriptive manner, which will be used in the Marine Cadastre. This will be an additional layer enhancing the value and use of the Marine Cadastre application within MSDI. This NTS is tightly dependent on the Maritime Limits and Boundaries application and relevant dataset.

**1.2.5 Canadian Coast Guard****1.2.5.1 Vessels of Concern**

The Vessels of Concern (VOC) application will require the development of a national inventory (database) and web application reflecting positional values in Canadian waters. The database will be visualized on a web platform, where users will be able to query, track, report, and update VOC information.

Key widgets such as reporting, searching, status updates and spatial analysis will be required. Further, a mobile application (Survey 123) will be used to collect and populate the established VOC database. A public facing application will also be developed, where processed (i.e. hot-spot analysis) information will be displayed to address security concerns.

**1.2.5.2 Marine GeoAnalytics Infrastructure**

The main users for this application would be the analysts belonging to Marine GeoAnalytics Team in the Coast Guard, connecting directly to the GeoAnalytics Server. Usage includes analysis on historical AIS data. The products created through this application (and potentially published on web applications) would be for internal dissemination for the Government of Canada. An architecture mock-up may be required in order to facilitate the installation of GeoAnalytics for DFO IMTS. Operations such as querying large datasets, conducting spatial analysis, using ArcGIS GeoAnalytics specific tools, heat map creation and output are deliverables. Use of python via the server will also be required.

**1.2.6 Aquaculture Sector****Key Business Needs**

- Improve online data access and discoverability. Ensure ENGOs, First Nations & public can easily find and interpret relevant information through web mapping application.
- Enable rich interactive tools. Display, chart and analyze aquaculture industry activities and environmental trends.
- Provide contextual information. Overlaid with raw data to make the analysis and interpretation of information easier.
- Reduce lag in public reporting. Through internal efficiencies to processes, formats & publish data/reports.

**Future State**

- Wide range of reporting channels to meet wide varied preferences and needs of external stakeholder and partners
- One central accessible public reporting portal
- Portal driven by Aquaculture public reporting platform, which may be made up of internal (i.e. national GIS platform) and/or external platforms
- Separate public reporting & regulatory management platforms

- Streamlined two-way data flow between systems (including ETL processes and near real-time flow of information (where appropriate))
- Potential for portal / platform to include secure partner and industry content and tools (i.e. industry data input, edit and review capabilities)

## 2. Regional Atlases App

The goal of the Regional Atlases applications is to extract information content from a Risk Response Area, provide a structured report of the impacted area and enable the extraction of data in a GIS compatible format. The data layers will be grouped to better organize the data and also drive a structured report. Marine Spatial Planning (MSP) is a collaborative and transparent approach to managing ocean spaces that helps to balance the increased demand for human activities with the need to protect marine ecosystems. The MSP process brings together government regulators, Indigenous groups, stakeholders and communities to develop a collective understanding of and vision for a marine area. Marine Spatial Plans are tailored to each unique area (Bay of Fundy/Scotian Shelf, Newfoundland and Labrador Shelves, Pacific North Coast, Salish Sea, Gulf of St. Lawrence) to help manage human activities and their impacts on Canada's oceans.

## 3. Higher resolution Non Navigational base map developed by CHS (NONNA10 and NONNA2)

The Canadian Hydrographic Service has currently released the use of the non-navigational base map at 100 meters resolution for the MSDI and to the Federal Geospatial Platform (FGP) and Open Maps/Open Data. CHS will now increase the level of resolution for bathymetric data to 10 and 2 meters.

## 4. Vessels of Concern

The primary goal of this project is to develop a national inventory application/database of vessels of concern (VOC) in Canadian waters. The database will allow the VOC team to view, query, track, report, and update information on VOC. The VOC team will benefit from an online interface that will facilitate quick searches, generate reports, record data, review the status and spatial locations of VOC. The anticipated outcome will be achieved through gathering data on a mobile platform and building a comprehensive database that will address the needs of today and provide a scalable foundation for future expansion to meet evolving program needs. This information will be used for data visualization, and to track and report data to inform decision-making. The deliverables include both a mobile and web-based applications.

- Public Accessibility:** The Oceans Protection Plan Memorandum to Cabinet generally stated that the inventory will be accessible to all partners and stakeholders (e.g., provinces, territories, coastal communities, Indigenous groups). In another document; an online backgrounder on the National Strategy to Address Wrecked and Abandoned Vessels broadly mentions that the inventory will be publicly accessible. A publicly-accessible VOC interactive map would demonstrate government transparency in addressing vessels of concern and give our partners access to our inventory.
- Public access to partial information** - the public could view a map showing clusters of vessels in regions and in general areas (i.e. 'hot spots'); however, the precise location and other details would not be available.

**5. Aquaculture Sector**

DFO's goal is to improve aquaculture's public perception, trust and transparency. Provide trusted information that is easy to find, access and analyze; thereby enabling meaningful public interpretation and fostering transparency in DFO's management of a sustainable Aquaculture sector, while safeguarding the environment.

## ANNEX B

### BASIS OF PAYMENT

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	

Option Period 3		
Resource Category	Level of Expertise	Firm Per Diem Rate
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	

**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**  
(SEE ATTACHED HERETO)

## **APPENDIX A TO ANNEX A**

### **TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 5 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.
2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
  - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In



situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

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

**APPENDIX B TO ANNEX A**  
**TASK AUTHORIZATION FORM**  
(SEE ATTACHED HERETO)

## APPENDIX C TO ANNEX A

### RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

#### Definitions

The following definitions apply to the assessment criteria that follows.

Term	Definition
Data Integration	The combination of technical and business processes used to combine data from disparate sources into meaningful and valuable information. A complete data integration solution delivers trusted data from various sources
Enterprise Geographic Information Systems (GIS)	Enterprise GIS is an architecture that integrates geospatial data and services and shares them across the organization. It provides interface for multi-user access to both spatial and non-spatial data. It can also be viewed as an infrastructure that extends and enables existing enterprise systems using geospatial data and services.
Geographic Information Systems	A geographic information system (GIS) is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organized layers of information into visualization using maps and 3D scenes. GIS reveals deeper insights into data, such as patterns, relationships, and situations, helping users make smarter, value-added decisions.
Marine domain	The marine domain is defined as all areas and things of, on, under, relating to, adjacent to, or bordering on a sea, ocean, or other navigable waterways, including all marine-related activities, infrastructure, and other conveyances.
GIS application development	The process of creating Web mapping. GIS application development is the process of using the maps delivered by geographic information systems (GIS) in the World Wide Web. A web map on the World Wide Web is both served and consumed, thus web mapping is more than just web cartography, it is a service by which consumers may choose what the map will show.
Web-based solutions	A web based application is a software package that can be accessed through a web browser. The software and database reside on a central server rather than being installed on the desktop system and is accessed over a network.
Canadian Government geospatial platform solutions	Canadian government geospatial platform solutions are infrastructures built and used to support government operations in the geospatial domain. Examples are not limited to but include:

	<ul style="list-style-type: none"> <li>• The Federal Geospatial Platform(FGP)</li> <li>• The Marine Spatial Data Infrastructure (MSDI)</li> <li>• Open Data</li> <li>• Open Maps</li> </ul>
Federal Geospatial Platform (FGP)	The Federal Geospatial Platform (FGP) is an initiative of the Federal Committee on Geomatics and Earth Observations (FCGEO), a committee of senior executives from 21 departments and agencies that are producers and/or consumers of geospatial data, or have an interest in activities, requirements and infrastructure related to geomatics.
Geospatial web content	Geospatial-related products and activities sitting on the world wide web.
Web metadata	World wide web based metadata standards, applied to geospatial information.
Optimized	To make the best or most effective use of (a situation, opportunity, or resource).
Remotely sensed data	Remote sensed data related to the acquisition of information about an object or phenomenon without making physical contact with the object and thus in contrast to on-site observation, especially the Earth.
ESRI imagery capabilities	Dynamic image services enable web-accessible imagery layers, which have processing applied on the fly as the data is accessed via desktop, web, and mobile applications. Raster analytics is used to quickly process and persist large collections of imagery and raster data to create new information products.
Dissemination/Exploitation (Data)	Data dissemination is the distribution or transmitting of statistical, or other, data to end users. There are many ways organizations can release data to the public, i.e. electronic format, CD-ROM and paper publications such as PDF files based on aggregated data.
Cloud environment	Cloud computing is the on-demand availability of computer system resources, especially data storage and computing power, without direct active management by the user. The term is generally used to describe data centers available to many users over the Internet.
Maps	A diagrammatic representation of an area of land or sea showing physical features, cities, roads, etc.
Geoprocessing data	<i>Geoprocessing</i> is a framework and set of tools for processing geographic and related <i>data</i> . The comprehensive suite of <i>geoprocessing</i> tools can be used to perform spatial analysis or manage GIS <i>data</i> in an automated way.
ESRi certifications	The Esri Technical Certification Program recognizes qualified individuals who are proficient in best practices for using ESRi software.

**Mandatory Resource Assessment Criteria (As and when requested)**

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

**Resource Categories:**

- 1. Geographic Information Systems Project Manager (G8 - Level 2)***
- 2. Geomatics Analyst (G1 - Level 2)***
- 3. Geomatics Specialist (G2 - Level 2)***
- 4. Geographic Information Systems Application Architect (G4 - Level 3)***
- 5. Geographic Information Systems Application Analyst (G3 - Level 3)***
- 6. Geographic Information Systems Programmer Analyst (G7 - Level 3)***

1. *Geographic Information Systems Project Manager (G8 - Level 2)*

Resource Assessment Criteria		
<b>Resource Category</b>		Geographic Information Systems Project Manager (G8 - Level 2)
<b>Name of Proposed Resource:</b>		<Insert name>
The Contractor must demonstrate that the proposed resource meets the Assessment Criteria:		
ID	Assessment Criteria	Demonstrated Experience (Contractor to Insert Data)
<b>M1</b>	<p><b>Minimum experience in the resource category.</b> The proposed resource must have experience in the proposed resource category including:</p> <p><u>a) must</u> be a certified Project Manager (PMP or PRINCE2)</p> <p>b) a minimum of five years of cumulative experience, within the twelve years preceding the issuance date of this TA, working as a Geographic Information Systems Project Manager (as defined below in c); and</p> <p>c) that within that timeframe of experience, the resource has experience performing five out of the six tasks listed below for a minimum of six cumulative months of experience per task:</p> <ul style="list-style-type: none"> <li>• Defines and documents the objectives for the project; determines budgetary requirements, the composition, roles and responsibilities, and terms of reference for the project team</li> <li>• Manages the project during the initial requirement gathering, implementation and operations start-up by ensuring that resources are made available, that the project is established, and made fully operational within agreed time, cost and performance parameters</li> </ul>	<p>Substantiation of demonstrated experience must be included in the table, resumes are not required. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</p> <p>For projects provided to demonstrate experience of a proposed resource the following information <b>MUST</b> be included</p> <ol style="list-style-type: none"> <li>1) The name of the client organization;</li> <li>2) The position of the resource on the project; and</li> <li>3) The time frame that the resource was assigned to the project, i.e. beginning and end date (month/year).</li> </ol>

	<ul style="list-style-type: none"> <li>• Reports progress of the project on an ongoing basis and at scheduled points in the life cycle</li> <li>• Meets in conference with stakeholders and states problems in a form capable of being solved</li> <li>• Prepares material not limited to plans, charts, tables and diagrams to assist in analyzing or displaying problems; works with a variety of project management tools</li> <li>• Manages the project during the development, implementation and operations, provides Project sign-off, ensures that the project is developed, and made fully operational within agreed time.</li> </ul> <p>The required experience can be demonstrated over one or more Customer Reference Projects.</p>	
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## 2. Geomatics Analyst (G1 - Level 2)

Resource Assessment Criteria		
<b>Resource Category</b>		Geomatics Analyst (G1 - Level 2)
<b>Name of Proposed Resource:</b>		<Insert name>
The Contractor must demonstrate that the proposed resource meets the Assessment Criteria:		
ID	Assessment Criteria	Demonstrated Experience (Contractor to Insert Data)
M1	<p><b>Minimum experience in the resource category. The proposed resource must have experience in the proposed resource category including:</b></p> <p>a) must hold a valid ESRI certification.</p> <p>b) a minimum of five years of cumulative experience, within the twelve years preceding the issuance date of this TA, working as a Geomatics Analyst (as</p>	<p>Substantiation of demonstrated experience must be included in the table, resumes are not required. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved,</p>



	<p>defined below in c); and</p> <p>c) that within that time frame of experience, the resource has experience performing 5 of the 17 tasks listed below for a minimum of six cumulative months of experience per task:</p> <ul style="list-style-type: none"> <li>• Defines and documents detailed statements of requirement, analyzes functional requirements to identify information, procedures and decision flows</li> <li>• Evaluates existing procedures and methods, identifies and documents database content, structure and application sub-systems, and develops data dictionary</li> <li>• Defines and documents interfaces of manual to automated operations within sub-systems, to external systems and between new and existing systems</li> <li>• Defines input/output sources, including a detailed plan for technical design phase, and obtains approval of same</li> <li>• Defines and documents in detail all system components, their interfaces and operational environment</li> <li>• Proposes data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems</li> <li>• Documents system design, concepts and facilities, presents and obtains approval of detailed system design</li> <li>• Produces an operational system including all forms, manuals, programs, data files and procedures</li> <li>• Provides advice on Geographic Information System (GIS) and Remote Sensing technology and its application</li> <li>• Demonstrates new analysis and modeling techniques</li> <li>• Plans and implements functional prototypes</li> <li>• Interprets project objectives and creates appropriate data, analysis and output products (maps, reports)</li> <li>• Restructures data from various sources and in diverse formats</li> <li>• Creates, updates and maintains procedures and standards</li> <li>• Documents data sets</li> <li>• Designs processes for performing earth observation (EO) image processing</li> </ul>	<p>etc.) otherwise the experience will not be considered.</p> <p>For projects provided to demonstrate experience of a proposed resource the following information MUST be included</p> <ol style="list-style-type: none"> <li>1) The name of the client organization;</li> <li>2) The position of the resource on the project; and</li> <li>3) The time frame that the resource was assigned to the project, i.e. beginning and end date (month/year).</li> </ol>
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	<ul style="list-style-type: none"> <li>• Designs and writes GIS and/or Remote Sensing related programs</li> </ul> <p>The required experience can be demonstrated over one or more Customer Reference Projects.</p>	
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### 3. Geomatics Specialist (G2 - Level 2)

Resource Assessment Criteria		
<b>Resource Category</b>		Geomatics Specialist (G2 - Level 2)
<b>Name of Proposed Resource:</b>		<Insert name>
The Contractor must demonstrate that the proposed resource meets the Assessment Criteria:		
ID	Assessment Criteria	Demonstrated Experience (Contractor to Insert Data)
<b>M1</b>	<p><b>Minimum experience in the resource category. The proposed resource must have experience in the proposed resource category including:</b></p> <p>a) must hold a valid ESRI certification.</p> <p>b) a minimum of five years of cumulative experience, within the twelve years preceding the issuance date of this TA, working as a Geomatics Specialist (as defined below in c); and</p> <p>c) that within that timeframe of experience, the resource has experience performing 5 out of the 11 tasks listed below for a minimum of six cumulative months of experience per task:</p> <ul style="list-style-type: none"> <li>• Implements data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems</li> <li>• Tests and implements small systems and sub-systems of larger systems</li> </ul>	<p>Substantiation of demonstrated experience must be included in the table, resumes are not required. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</p> <p>For projects provided to demonstrate experience of a proposed resource the following information <b>MUST</b> be included</p> <ol style="list-style-type: none"> <li>1) The name of the client organization;</li> <li>2) The position of the resource on the project; and</li> <li>3) The time frame that the resource was assigned to the project, i.e. beginning and end date (month/year).</li> </ol>

	<ul style="list-style-type: none"> <li>• Produces forms, manuals, programs, data files and procedures</li> <li>• Produces components of an operational system including all forms, manuals, programs, data files and procedures</li> <li>• Demonstrates new analysis and modeling techniques</li> <li>• Creates, updates, revises and documents GIS and/or earth observation data sets</li> <li>• Creates appropriate data, analysis and output products (maps, reports) to meet project objectives</li> <li>• Restructures data from various sources and in diverse formats</li> <li>• Creates, updates and maintains procedures and standards</li> <li>• Supports the design of, and writes, GIS and remote sensing related programs</li> <li>• Analyses and processes earth observation (EO) image and GIS data</li> </ul> <p>The required experience can be demonstrated over one or more Customer Reference Projects.</p>	
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#### 4. Geographic Information Systems Application Architect (G4 - Level 3)

Resource Assessment Criteria		
<b>Resource Category</b>		Geographic Information Systems Application Architect (G4 - Level 3)
<b>Name of Proposed Resource:</b>		<Insert name>
The Contractor must demonstrate that the proposed resource meets the Assessment Criteria:		
ID	Assessment Criteria	Demonstrated Experience (Contractor to Insert Data)
M1	<p><b>Minimum experience in the resource category. The proposed resource must have experience in the proposed resource category including:</b></p> <p>a) must hold a valid ESRI certification.</p>	<p>Substantiation of demonstrated experience must be included in the table, resumes are not required. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which</p>

	<p>b) a minimum of ten years of cumulative experience, within the twelve years preceding the issuance date of this TA, working as a Geographic Information Systems Application Architect (as defined below in c); and</p> <p>c) that within that timeframe of experience, the resource has experience performing 5 of the 8 tasks listed below for a minimum of six cumulative months of experience per task:</p> <ul style="list-style-type: none"> <li>• Designs and proposes application architecture for the project, in the context of the overall system architecture.</li> <li>• Selects the paradigm and technology for application program-to-program communication (APPC) among the components.</li> <li>• Defines the application tiers, frameworks, components types and interfaces</li> <li>• Specifies and provides ownership of reusable application components or reusable application code, widgets &amp; tools</li> <li>• Identifies key business and technology drivers that impact application architectures, such as end-user community requirements, existing software distribution capabilities, existing application environment (including legacy and packaged systems), and performance and availability requirements, and designing application architecture to meet these considerations</li> <li>• Defines strategies and plans for application rationalization and retirement in the context of the project's phasing strategy</li> <li>• Leads the application team in architecture decisions and reviewing/authorizing team architecture decisions, leads code design reviews</li> <li>• Monitors and supports the implementation of the system's applications to ensure they are compliant with the application architecture, and refines the application architecture as required</li> </ul> <p>The required experience can be demonstrated over one or more Customer Reference Projects.</p>	<p>corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</p> <p>For projects provided to demonstrate experience of a proposed resource the following information <b>MUST</b> be included</p> <ol style="list-style-type: none"> <li>1) The name of the client organization;</li> <li>2) The position of the resource on the project; and</li> <li>3) The time frame that the resource was assigned to the project, i.e. beginning and end date (month/year).</li> </ol>
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**5. Geographic Information Systems Application Analyst (G3 - Level 3)**

Resource Assessment Criteria		
<b>Resource Category</b>		Geographic Information Systems Application Analyst (G3 - Level 3)
<b>Name of Proposed Resource:</b>		<Insert name>
The Contractor must demonstrate that the proposed resource meets the Assessment Criteria:		
ID	Assessment Criteria	Demonstrated Experience (Contractor to Insert Data)
<b>M1</b>	<p><b>Minimum experience in the resource category. The proposed resource must have experience in the proposed resource category including:</b></p> <p>a) must hold a valid ESRI certification.</p> <p>b) a minimum of ten years of cumulative experience, within the twelve years preceding the issuance date of this TA, working as a Geographic Information Systems Application Architect (as defined below in c); and</p> <p>c) that within that timeframe of experience, the resource has experience performing 5 of the 15 tasks listed below for a minimum of six cumulative months of experience per task:</p> <ul style="list-style-type: none"> <li>• Defines and documents detailed statements of requirement, analyzes functional requirements to identify information, procedures and decision flows</li> <li>• Evaluates existing procedures and methods, identifies and documents database content, structure and application sub-systems, and develops data dictionary</li> <li>• Defines and documents interfaces of manual to automated operations within sub-systems, to external systems and between new and existing systems</li> <li>• Defines input/output sources, including a detailed plan for technical design phase, and obtains approval of same</li> <li>• Defines and documents in detail all system components, their interfaces and operational</li> </ul>	<p>Substantiation of demonstrated experience must be included in the table, resumes are not required. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</p> <p>For projects provided to demonstrate experience of a proposed resource the following information MUST be included</p> <ol style="list-style-type: none"> <li>1) The name of the client organization;</li> <li>2) The position of the resource on the project; and</li> <li>3) The time frame that the resource was assigned to the project, i.e. beginning and end date (month/year).</li> </ol>

	<p>environment</p> <ul style="list-style-type: none"> <li>• Proposes data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems</li> <li>• Documents system design, concepts and facilities, presents and obtains approval of detailed system design</li> <li>• Produces an operational system including all forms, manuals, programs, data files and procedures</li> <li>• Performs manual code changes</li> <li>• Performs screen and report changes</li> <li>• Gathers and analyzes data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications</li> <li>• Designs methods and procedures for small computer systems and sub-systems of larger systems</li> <li>• Develops, tests and implements small systems and sub-systems of larger systems</li> <li>• Produces forms, manuals, programs, data files and procedures</li> <li>• Provides advice on GIS technology and its application</li> </ul> <p>The required experience can be demonstrated over one or more Customer Reference Projects.</p>	
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**6. Geographic Information Systems Programmer Analyst (G7 - Level 3)**

Resource Assessment Criteria		
<b>Resource Category</b>		Geographic Information Systems Programmer Analyst (G7 - Level 3)
<b>Name of Proposed Resource:</b>		<Insert name>
The Contractor must demonstrate that the proposed resource meets the Assessment Criteria:		
<b>ID</b>	<b>Assessment Criteria</b>	<b>Demonstrated Experience (Contractor to Insert Data)</b>

M1	<p><b>Minimum experience in the resource category. The proposed resource must have experience in the proposed resource category including:</b></p> <p>a) must possess a valid ESRI certification.</p> <p>b) a minimum of ten years of cumulative experience, within the twelve years preceding the issuance date of this TA, working as a Geographic Information Systems Programmer Analyst (as defined below in c); and</p> <p>c) that within that timeframe of experience, the resource has experience performing five of the 37 tasks listed below for a minimum of six cumulative months of experience per task:</p> <ul style="list-style-type: none"> <li>• Designs the overall target architecture of the IT system to meet the formally established requirements (functional and non-functional) of a project</li> <li>• Monitors and supports the development of the system to ensure it is compliant with the target architecture and refining the target architecture as required.</li> <li>• Ensures the integration of the system's component architectures – data, application, infrastructure, etc., into the overall target system architecture</li> <li>• Ensures the integration of the system architecture into the sponsoring organization's enterprise architecture</li> <li>• Establishes phased project plans that lead to a completed target architecture</li> <li>• Leads the development of architecture Guiding Principles and architecture blueprints</li> <li>• Ensures the systems overall viability throughout the systems development and implementation phases;</li> <li>• Ensures the solution and the scope is compliant with the stated requirements (quality control)</li> <li>• Balances trade-offs between requirements and costs for the system and communicating the issues to the Technical Authority</li> <li>• Surveying emerging developments, new technologies, standards and methodologies that will have a positive impact on the system architecture, and incorporating these into the system architecture</li> <li>• Manages the System Architecture team to achieve these goals</li> </ul>	<p>Substantiation of demonstrated experience must be included in the table, resumes are not required. The Contractor must substantiate all claims of experience by providing a description of the identified resource's role including context or other pertinent information which corroborates the information provided (e.g. deliverable provided, tools used, method utilized, outcome achieved, etc.) otherwise the experience will not be considered.</p> <p>For projects provided to demonstrate experience of a proposed resource the following information MUST be included</p> <ol style="list-style-type: none"> <li>1) The name of the client organization;</li> <li>2) The position of the resource on the project; and</li> <li>3) The time frame that the resource was assigned to the project, i.e. beginning and end date (month/year).</li> </ol>
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	<ul style="list-style-type: none"><li>• Defines and documents detailed statements of requirement</li><li>• Analyzes functional requirements to identify information, procedures and decision flows</li><li>• Evaluates existing procedures and methods, identifies and documents database content, structure and application sub-systems, and develops data dictionary</li><li>• Defines and documents interfaces of manual to automated operations within sub-systems, to external systems and between new and existing systems</li><li>• Defines input/output sources, including a detailed plan for technical design phase, and obtains approval of same</li><li>• Defines and documents in detail all system components, their interfaces and operational environment</li><li>• Proposes data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems</li><li>• Documents system design, concepts and facilities, presents and obtains approval of detailed system design</li><li>• Produces an operational system including all forms, manuals, programs, data files and procedures</li><li>• Performs manual code changes</li><li>• Performs screen and report changes</li><li>• Gathers and analyzes data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications</li><li>• Designs methods and procedures for small computer systems and sub-systems of larger systems</li><li>• Develops, tests and implements small systems and sub-systems of larger systems</li><li>• Produces forms, manuals, programs, data files and procedures</li><li>• Provides advice on GIS technology and its application</li><li>• Designs and implements functional prototypes</li><li>• Demonstrates new analysis and modeling techniques</li><li>• Creates, updates, revises and documents GIS data sets in a prototype environment</li><li>• Interprets project objectives and appropriate data, analysis and output products</li><li>• Restructures data from various sources and in diverse formats</li><li>• Creates, updates and maintains procedures</li></ul>	
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	<p>and standards</p> <ul style="list-style-type: none"><li>• Designs and writes GIS-related programs</li><li>• Provide operational, technical and analytical expertise to GIS projects by understanding how to apply the principles and practices of GIS as a decision support tool.</li><li>• Translate spatially related user requirements and technical systems specifications into working, tested GIS applications, including developing detailed programming specifications, writing and/or generating code, compiling and integrating data driven programs and systems, interacting with spatial databases and conducting unit tests.</li><li>• In the course of the MSDI project under MSP the Canadian Hydrographic Service (CHS) has a requirement to provide access to remote sensing imagery not limited to satellite imagery data and this resource will require experience in handling, storing and providing access to remote sensing imagery.</li></ul> <p>The required experience can be demonstrated over one or more Customer Reference Projects.</p>	
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## APPENDIX D TO ANNEX A

### CERTIFICATIONS AT THE TA STAGE

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

#### 1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

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Print name of authorized individual & sign above

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Date

#### 2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

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

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Print name of authorized individual & sign above

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Date

#### 3. CERTIFICATION OF STATUS OF PERSONNEL

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

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Print name of authorized individual & sign above

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Date

#### 4. CERTIFICATION OF LANGUAGE - English

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

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

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Print name of authorized individual & sign above

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Date

## ATTACHMENT 1

### BID SUBMISSION FORM

BID SUBMISSION FORM		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]  <b>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</b>		
<b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b>  See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes _____ No _____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes _____ No _____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	

<b>Security Clearance Level of Bidder</b> [include both the level and the date it was granted] <b>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</b>	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"><li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li></ol>	
<b>Signature of Authorized Representative of Bidder</b>	

## ATTACHMENT 2

### BID EVALUATION CRITERIA

#### 1. Evaluation Summary

No.	Mandatory Criteria	Compliant Yes/No
M-1 <sup>PB</sup>	Corporate Experience (Contracts)	
	<ul style="list-style-type: none"> <li>Reference Contract #1</li> </ul>	
	<ul style="list-style-type: none"> <li>Reference Contract #2</li> </ul>	
M-2 <sup>PB</sup>	Corporate Experience (Resources)	
No.	Point-Rated Criteria	Maximum Points
R-1	Corporate Reference Contracts	
	<ul style="list-style-type: none"> <li>Reference Contract #1</li> </ul>	100
	<ul style="list-style-type: none"> <li>Reference Contract #2</li> </ul>	100
R-2	Corporate Reference Contracts	
	<ul style="list-style-type: none"> <li>Reference Contract #1</li> </ul>	100
	<ul style="list-style-type: none"> <li>Reference Contract #2</li> </ul>	100
<b>Overall Maximum Points</b>		<b>400</b>
<b>Pass Mark (70% of Overall Maximum Points)</b>		<b>280</b>

#### 2. Corporate Mandatory Criteria

Item	Mandatory Criteria	Demonstrated Experience
<b>M1</b> <sup>PB</sup>	<p>The Bidder must provide two Customer Reference Contracts, with a cumulative billed value of \$800,000.00 (Canadian, including taxes) within the last five years of the issuance date of this RFP, where the Bidder was contracted to provide resources to support the implementation, upgrade or support of ESRI Enterprise Geographic Information Systems platform, both on cloud and on premise.</p> <p>Note: If more than the requested number of reference contracts are provided, Canada will only evaluate the first 2 in the order in which they are set out in the Bid.</p>	Bidder to complete Appendix A to Attachment 2 - Corporate Reference Response Table
<b>M2</b> <sup>PB</sup>	<p>For one of the Contracts referenced under M1, The Bidder must demonstrate the Minimum Billable Days for ALL the resource categories identified below.</p> <p>To be accepted:</p> <p>1) The billable days must have been for the delivery of informatics professional services;</p>	Bidder to complete Appendix B to Attachment 2 - Billable Days Response Template

2) For each resource category, the billable days must have occurred within the past 7 years prior to issuance date of this RFP;

3) The billable days for all resource categories must have been provided under 1 contract;

4) The work billed for a given resource category must include at least 50% of the associated tasks listed in Article 4 of Annex A - Statement of Work for the same resource category; and

5) The Bidder must provide a completed Billable Days Response Template (Appendix B to Attachment 2)

Resource Category	Minimum Billable Days per Resource Category (1 billable day = 7.5 hours)
G.8 Geographic Information Systems Project Manager	156
G.4 Geographic Information Systems Application Architect	52
G.7 Geographic Information System Programmer Analyst	156
G.3 Geographic Information Systems Application Analyst	156
G.1 Geomatics Analyst	260
G.2 Geomatics Specialist	156

### 3. Point-Rated Evaluation Criteria

#### R-1 Corporate Reference Contracts

The Bidder should provide up to two Reference Contracts (including the two recent (within the last 5 years) Corporate Reference Contracts provided in response to M-1) which demonstrate its capability to providing professional services resource to support the implementation of enterprise geospatial platform solutions (such as the Federal Geospatial Platform (FGP) in public sector or the Marine Spatial Data Infrastructure (MSDI) in private sector).

The Bidder will be awarded up to **100 points** for each referenced contract (to a maximum of 200 points) in accordance with the criteria set-out in the table below. If the Bidder does not demonstrate experience for a rated criterion they will get 0 points, no partial points will be awarded for a single criterion.

If more than the requested number of Customer Reference Contracts are provided, Canada will only evaluate the first two in the order in which they are set out in the Bid.

R-1 Corporate Reference Contracts				
Item	Point-rated Criteria	Maximum Points	Evaluation Criteria	Demonstrated Experience (Bidder to Insert Data)
<b>Reference Contract #1</b> Client Organization Name: Project Title: Contact Name, telephone no. and/or e-mail: The project start and end dates:				
R-1.1	Version of ESRI Suite	10	<b>10 Points</b> – The work delivered by the Bidder under the contract was related to the implementation of ESRI product suite (ArcGIS Pro, ArcServer, ArcMap, ArcGIS Online).	
R-1.2	Application Customization	60	<b>Up to 60 points</b> – The work delivered by the Bidder under the contract included application development within the ESRI product Suite: <ul style="list-style-type: none"> <li>Delivered and customized geospatial web mapping content = <b>30 points</b></li> <li>Web metadata development and implementation = <b>10 points</b></li> <li>Data Integration = <b>10 points</b></li> </ul>	



			<ul style="list-style-type: none"> <li>Implementation of ESRI software in the geospatial marine domain = <b>10 points</b></li> </ul>	
<b>R-1.3</b>	Application integration	30	<b>Up to 30 points</b> – The work delivered by the Bidder under the contract included application integration: <ul style="list-style-type: none"> <li>Integration of ESRI platform in the cloud environment (Azure or AWS) = <b>10 points</b></li> <li>Integration of ESRI platform on GIS Servers (on premise) = <b>10 points</b></li> <li>Integration of a Public Sector client organization (i.e. Federal, Provincial or Municipal) in Canada-ArcGIS Online solution = <b>10 points</b></li> </ul>	
<b>Total Maximum Points Contract #1</b>		<b>100</b>		
<b>Reference Contract #2</b> Client Organization Name: Project Title: Contact Name, telephone no. and/or e-mail: The project start and end dates:				
<b>R-1.1</b>	Version of ESRI Suite	10	<b>10 Points</b> – The work delivered by the Bidder under the contract was related to the implementation of ESRI product suite (ArcGIS Pro, ArcServer, ArcMap, ArcGIS Online).	
<b>R-1.2</b>	Application Customization	60	<b>Up to 60 points</b> – The work delivered by the Bidder under the contract included application development within the ESRI product Suite: <ul style="list-style-type: none"> <li>Delivered and customized geospatial web mapping content = <b>30 points</b></li> <li>Web metadata development and implementation = <b>10 points</b></li> <li>Data Integration = 10 points</li> <li>Implementation of ESRI software in the</li> </ul>	

			geospatial marine domain = 10 points	
<b>R-1.3</b>	Application integration	30	<b>Up to 30 points</b> – The work delivered by the Bidder under the contract included application integration: <ul style="list-style-type: none"> <li>Integration of ESRI platform in the cloud environment (Azure or AWS) = <b>10 points</b></li> <li>Integration of ESRI platform on GIS Servers (on premise) = <b>10 points</b></li> <li>Integration of a Public Sector client organization (i.e. Federal, Provincial or Municipal) in Canada-ArcGIS Online solution = <b>10 points</b></li> </ul>	
<b>Total Maximum Points Contract #2</b>		<b>100</b>		

## R-2 Corporate Reference Contracts

The Bidder should provide up to two Reference Contracts (including the two recent (within the last 5 years) Corporate Reference Contracts provided in response to M-1) which demonstrate its capability to providing professional services resource to support the prototyping of targeted, value-added GIS decision making tools and applications.

The Bidder will be awarded up to **100 points** for each referenced contract (to a maximum of 200 points) in accordance with the criteria set-out in the table below. If the Bidder does not demonstrate experience for a rated criterion they will get 0 points, no partial points will be awarded for a single criterion.

If more than the requested number of Customer Reference Contracts are provided, Canada will only evaluate the first two in the order in which they are set out in the Bid.

R-2 Corporate Reference Contracts				
Item	Point-rated Criteria	Maximum Points	Evaluation Criteria	Demonstrated Experience (Bidder to Insert Data)
<b>Reference Contract #1</b> Client Organization Name: Project Title: Contact Name, telephone no. and/or e-mail: The project start and end dates:				
<b>R-2.1</b>	Remote Sensing	10	<b>10 Points</b> – The work delivered by the Bidder under the	

			contract included preparing, installing and optimizing remotely sensed data using ESRI imagery capabilities for dissemination and exploitation	
<b>R-2.2</b>	Geo-processing & web applications	60	<b>Up to 60 points</b> - The work delivered by the Bidder under the contract included geo-processing and web application prototyping: <ul style="list-style-type: none"> <li>• Web mapping applications driven by geo-processing tools = <b>20 points</b></li> <li>• geoprocessing data and analyzing geospatial data using ESRI software = <b>20 points</b></li> <li>• Implementation of web mapping applications, data workflow and geo-processing completed through valid ESRI certification = <b>20 points</b></li> </ul>	
<b>R-2.3</b>	Stakeholder relations	30	<b>30 points</b> - The work delivered by the Bidder under the contract included leading GIS applications and data requirements workshops for public or private stakeholders	
<b>Total Maximum Points Contract #1</b>		<b>100</b>		
<b>Reference Contract #2</b> <b>Client Organization Name:</b> <b>Project Title:</b> <b>Contact Name, telephone no. and/or e-mail:</b> <b>The project start and end dates:</b>				
<b>R-2.1</b>	Remote Sensing	10	<b>10 Points</b> – The work delivered by the Bidder under the contract included preparing, installing and optimizing remotely sensed data using ESRI imagery capabilities for dissemination and exploitation	
<b>R-2.2</b>	Geo-processing & web applications	60	<b>Up to 60 points</b> - The work delivered by the Bidder under the contract included geo-processing and web application prototyping:	

			<ul style="list-style-type: none"><li>• Web mapping applications driven by geo-processing tools = <b>20 points</b></li><li>• geoprocessing data and analyzing geospatial data using ESRI software = <b>20 points</b></li><li>• Implementation of web mapping applications, data workflow and geo-processing completed through valid ESRI certification = <b>20 points</b></li></ul>	
<b>R-2.3</b>	Stakeholder relations	30	<b>30 points</b> - The work delivered by the Bidder under the contract included leading GIS applications and data requirements workshops for public or private stakeholders	
<b>Total Maximum Points Contract #2</b>		<b>100</b>		

## APPENDIX A TO ATTACHMENT 2 CORPORATE REFERENCE RESPONSE TABLE

Corporate Reference Contract #1		Bidder Response
<b>Client Particulars</b>	Client Organization Name	
	Address	
	Contract Reference	
	Project Title	
	Client Contact Name and Title	
	Contact telephone number and/or e-mail address.	
1. Provide a brief description of the implementation, upgrade or support of ESRI Enterprise Geographic Information Systems platform, both on cloud and on premise.		
2. Specify contract start and end date (mm/yyyy to mm/yyyy)		
3. Specify total amount billed value (Canadian, including taxes) within the last five years of the issuance date of this solicitation.		
Corporate Reference Contract #2		Bidder Response
<b>Client Particulars</b>	Client Organization Name	
	Address	
	Contract Reference	
	Project Title	
	Client Contact Name and Title	
	Contact telephone number and/or e-mail address.	
1. Provide a brief description of the implementation, upgrade or support of ESRI Enterprise Geographic Information Systems platform, both on cloud and on premise.		
2. Specify contract start and end date (mm/yyyy to mm/yyyy)		
3. Specify total amount billed value (Canadian, including taxes) within the last five years of the issuance date of this solicitation.		



### ATTACHMENT 3 PRICING SCHEDULE

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate (to be completed by the Bidder)
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate (to be completed by the Bidder)
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate (to be completed by the Bidder)
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	

Option Period 3		
Resource Category	Level of Expertise	Firm Per Diem Rate (to be completed by the Bidder)
G.8 - Geographic Information System Project Manager	2	
G.1 - Geomatics Analyst	2	
G.2 - Geomatics Specialist	2	
G.4 - Geographic Information Systems Application Architect	3	
G.3 - Geographic Information Systems Application Analyst	3	
G.7 - Geographic Information Systems Programmer Analyst	3	



## ATTACHMENT 4

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
  - ☐ A2. The Bidder certifies being a public sector employer.
  - ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
  - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

FP845-190030

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Fisheries and Oceans Canada		2. Branch or Directorate / Direction générale ou Direction DFO Sciences - CHS	
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 Marine Spatial Data InfraStructure (MSDI) contract 2019-2023 development The contractor will gather user requirements and needs for new applications under the Marine Spatial Planning, prepare a mockup of the user needs and have it validated by the Application sponsor to be then transferred to IMTS within DFO for implementation within DFO's Egis servers.					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non		<input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		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"/>	
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 type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ 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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

☒ 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 CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

FP845-190030

Security Classification / Classification de sécurité

UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

FP845-190030

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION****13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Chris Hemmingway

Director, Hydrography

[Signature]

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

613-291-2278

chris.hemmingway@dfo-mpo.gc.ca

SEP 11 2019

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Christian Guay

Security Officer

guay,  
christian

Digitally signed by guay, christian  
DN: c=CA, o=GC, ou=DFO-MPO,  
cn="guay, christian"  
Reason: I am the author of this  
document  
Location: your signing location here  
Date: 2019-09-11 10:52:33  
Fpdf FPDF Version: 9.5.0

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui
**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Hicham Laassouli

Supply Specialist

laassouli, hicham

Digitally signed by laassouli, hicham  
DN: cn=laassouli, hicham C=CA O=GC OU=PWGSC-TPSGC  
Date: 2019.11.15 09:49:20 -0500

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Saumur, Jacques O

Digitally signed by Saumur, Jacques O  
DN: c=CA, o=GC, ou=PWGSC-TPSGC,  
cn=Saumur, Jacques O  
Date: 2017.02.02 11:46:22 -0500

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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



# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

## PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

### A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. / N°  
de l'autorisation de tâches (AT) :

Commitment No. / N° de  
l'engagement :

Financial Coding / Code  
financier :

Date of Issuance / Date  
d'émission :

Response required by /  
Réponse requise par :

### B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

### C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis	
					<input type="button" value="+"/>
					<input type="button" value="-"/>

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

### Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extended End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

## PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

### A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.



# TASK AUTHORIZATION FORM FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profil linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
						<div>+ -</div>

## B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif	
					<div><div>+</div><div>-</div></div>
Estimated Cost / Coût estimatif					
Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance				\$0.00	
Taxe rate applied / Taux d'imposition appliqué (%)	14,975	Applicable Taxes / Taxes applicables		\$0.00	
Total Estimated Cost / Coût total estimatif				\$0.00	

## PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

The client's authorization limit is **\$250,000.00**. When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est **\$250 000,00**. Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé \_\_\_\_\_ Date \_\_\_\_\_

Name of Contracting Authority / Nom de l'autorité contractante \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_