



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to / Propositions aux:

Statistics Canada / Statistique 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No – N° de l’invitation :
J032719/B
Solicitation closes – L’invitation prend fin
At – à : 14:00 EST
On – le : March 3, 2020
Update – Mise à jour :

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).
Name – Nom :
Title – Titre :

Date of Solicitation – Date de l’invitation: January 20, 2020	
Address inquiries to – Adresser toute demande de renseignements à: statcan.macs-bids-smc-soumissions.statcan@canada.ca	
Area code and Telephone No. Code régional et N° de téléphone (613) 882-1902	Facsimile No. N° de télécopieur N/A
Destination MACS BID – RECEIVING Statistics Canada Distribution Centre ATTN: Francesco Germano Room 0702, Main Building Tunney’s Pasture Driveway Ottawa, Ontario K1A 0T6 statcan.macs-bids-smc-soumissions.statcan@canada.ca	

Instructions :
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required – Livraison exigée	Delivery offered – Livraison proposée
Vendor Name and Address – Raison sociale et adresse du fournisseur	
Facsimile No – N° de télécopieur :	
Telephone No – N° de téléphone :	
Signature	Date



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This bid solicitation cancels and supersedes previous bid solicitation number J032719/A dated 2019-12-02, with a closing of 2020-01-15 at 14:00 EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six (6) parts plus attachments and annexes, as follows:

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

Statistics Canada requires a Contractor who will supply on a continuous basis, custom price and related market intelligence data to support monthly production of computer, peripheral and software price indexes.

The contract will be awarded for one (1) year plus an additional four (4) one (1) year option periods.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

1.3 Debriefings

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

The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by email at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](#).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan".

2.2 Submission of Bids

Bids must be submitted only to the Statistics Canada (StatCan) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of



various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the 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 to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

- Section I: Technical Bid: one (1) soft copy by e-mail in a “pdf” format;
- Section II: Financial Bid: one (1) soft copy by e-mail in a “pdf” format;
- Section III: Certifications: one (1) soft copy by e-mail in a “pdf” format.

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.



3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C Electronic Payment Instruments, to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required 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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 4.1 to Part 4.

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid.

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 598 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 855 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
	Bidder 1	Bidder 2	Bidder 3	
Overall Technical Score	115/135	89/135	92/135	
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.18	73.15	77.70	
Overall Rating	1st	3rd	2nd	



Attachment 4.1 – Evaluation Criteria

Mandatory Technical Criteria (MTC):

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

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

MTC #	Mandatory Technical Criteria (MTC)	Cross Reference Bid Page No.
MTC1	The Bidder must provide a project plan that describes how they will meet the scheduled monthly and annual data delivery requirements in SW.4.1 of the Statement of Work. At a minimum, the Bidder must provide the following information: defined activities and tasks, milestones that align with deliverables, quality control mechanisms and a detailed schedule.	
MTC2	The Bidder must demonstrate they have a minimum of five (5) years of experience in collecting and providing custom market intelligence data for the Canadian market for computers, computer peripherals and software. At a minimum, the Bidder must provide the following information: a brief description of the data, dates when the data were provided and Markets covered.	
MTC3	The Bidder must demonstrate they have provided custom market intelligence data to a minimum of two (2) of the following: any level of government and/or Crown Corporations for a minimum of three (3) years. At a minimum, the Bidder must provide the following information: a brief description of the data and dates when the data were provided.	
MTC4	The Bidder must provide documentation on the sources and quality of the data that will be supplied, as well as on the methodology for the collection and processing of these data. The documentation must be in Word 2010 (*.docx) or in Adobe Acrobat (*.pdf) format.	
MTC5	The Bidder must demonstrate their ability to meet the data specifications in SW.4.3.1 of the Statement of Work by providing a list of the available variables and a sample data file containing 10% of the available records for each data segment. The data segments are defined by a combination of geography, industry and market as described in SW.4.3.1.	



Point-Rated Technical Criteria (PRTC)

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

PRC #	Point-Rated Criteria (PRC)	Cross Reference Bid Page No.
PRC1	<p>The Bidder should demonstrate experience in collecting and providing custom market intelligence data for the Canadian markets for computers, computer peripherals and software. The experience demonstrated must have occurred between 2001 and 2019.</p> <p>At a minimum, the Bidder must provide the following information:</p> <ol style="list-style-type: none"> a. a brief description of the data; b. dates when the data were provided; and c. Markets covered. <p>Points will be distributed as follows:</p> <ul style="list-style-type: none"> • 5 years of experience and less than 7 years = 10 points • 7 years and less than 10 years of experience = 15 points • 10 years of experience or more = 20 points <p>Maximum score is 20 points</p>	
PRC2	<p>The Bidder should demonstrate experience providing custom market intelligence data to any level of government and/or Crown corporations. The experience demonstrated must have occurred between 2006 and 2019.</p> <p>At a minimum, the Bidder must provide the following information:</p> <ol style="list-style-type: none"> a. a brief description of the data; b. dates when the data were provided; c. the client (government department and/or Crown corporation) <p>Points will be distributed as follows:</p> <ul style="list-style-type: none"> • 3 years of experience and less than 7 years = 10 points • 7 years and less than 10 years of experience = 15 points • 10 years of experience or more = 20 points <p>Maximum score is 20 points</p>	



<p>PRC3</p>	<p>The Bidder should provide documentation that clearly explains the sources and quality of the data that will be supplied, as well as the methodology for the collection and processing of these data.</p> <p>At a minimum, the Bidder must provide the following information:</p> <ol style="list-style-type: none">1. the purpose for which the data were originally collected;<ol style="list-style-type: none">a) the data sources;b) how the data are collected;c) the merits and shortcomings of the data for the statistical purpose for which they are used (in terms of conceptual and coverage biases);2. how the data are processed after being received;3. what, if anything, is done to detect and correct problems in the original data set (e.g. errors, duplicates, missing and outlier data);4. the reliability of the prices, including caveats where necessary; and5. any current data revision policies applied. <p>Points will be distributed as follows:</p> <p>Purpose of data collection:</p> <ul style="list-style-type: none">• Data are collected for non-statistical and/or non-analytical purposes – 5 points• Data are collected for statistical and/or analytical purposes – 20 points <p>Quality of data collection:</p> <ul style="list-style-type: none">• Data collection errors are not corrected – 0 points• Data collection errors are corrected – 20 points <p>Quality of data processing:</p> <ul style="list-style-type: none">• Data processing errors are not corrected – 0 points• Data processing errors are corrected – 20 points <p>Additional points will be allocated as follows if the data are collected for statistical and/or analytical purposes:</p> <p>Data source:</p> <ul style="list-style-type: none">• Data are sourced from third parties affiliated with the industry – 10 points• Data are sourced from product vendors – 15 points• Data are sourced from product distributors – 20 points <p>Maximum score is 80 points</p>	
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<p>PRC4</p>	<p>The Bidder should provide documentation that demonstrates how the data supplied meet the following quality measures.</p> <p>Points will be distributed as follows:</p> <p>Clarity of data field information:</p> <ul style="list-style-type: none">• Available data fields are not clearly explained – 0 points• Available data fields are partially explained – 5 points• Available data fields are fully explained – 15 points <p>Coverage of the micro-data:</p> <ul style="list-style-type: none">• Coverage of available micro-data is not specified – 0 points• Coverage of available micro-data is partially specified – 5 points• Coverage of available micro-data is fully specified – 15 points <p>Bias, variance and sources of error:</p> <ul style="list-style-type: none">• Bias, variance, and any major sources of error in the micro-data are not clearly identified – 0 points• Bias, variance, and any major sources of error in the micro-data are partially identified – 5 points• Bias, variance, and any major sources of error in the micro-data are fully identified – 15 points <p>Format of micro-data file</p> <ul style="list-style-type: none">• No variables in the data file are stored in separate columns or separated by commas – 0 points• Only required variables are stored in separate columns or separated by commas - 10 points• All variables are stored in separate columns or are separated by commas – 15 points <p>Concepts and classifications:</p> <ul style="list-style-type: none">• Concepts and classifications are not applied to the micro-data – 0 points• Concepts and classifications are partially applied to the micro-data – 5 points• Concepts and classifications are fully applied to the micro-data – 15 points <p>Maximum score is 75 points</p>	
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<p>PRC5</p>	<p>The Bidder should clearly describe the project plan they will follow in delivering all elements of the Statement of Work 4.1.</p> <p>At a minimum, the Bidder must provide the following information:</p> <ol style="list-style-type: none"> a. defined activities and tasks; b. milestones that align with deliverables; c. quality control mechanisms; and d. a detailed schedule for delivery that takes into account the Statement of Work and Evaluation Criteria constraints. <p>Points will be distributed as follows:</p> <p>Clarity of proposed approach:</p> <ul style="list-style-type: none"> • The Bidder’s proposed approach is not clear and concise – 0 points • The Bidder’s proposed approach is clear and concise – 15 points <p>Activities and tasks:</p> <ul style="list-style-type: none"> • The Bidder’s proposed approach does not include well-defined activities and tasks – 0 points • The Bidder’s proposed approach includes well-defined activities and tasks – 15 points <p>Quality control mechanisms:</p> <ul style="list-style-type: none"> • The Bidder’s proposed approach does not include quality control mechanisms – 0 points • The Bidder’s proposed approach includes quality control mechanisms – 15 points <p>Deliverables:</p> <ul style="list-style-type: none"> • The Bidder’s proposed approach does not contain deliverables that align with the Statement of Work– 0 points • The Bidder’s proposed approach contains deliverables that align with the Statement of Work– 15 points <p>Delivery schedule:</p> <ul style="list-style-type: none"> • The Bidder’s proposed approach does not contain a detailed schedule of delivery – 0 points • The Bidder’s proposed approach contains a detailed schedule of delivery – 15 points <p>Maximum score is 75points</p>	
<p>PRC6</p>	<p>The Bidder should provide documentation indicating <u>the average number of data points per month</u> collected for each market segment identified under section SW.4.3.1 of the Statement of Work.</p> <p>The Bidder must provide the average number of data points per month collected for each of the following market segments:</p> <ol style="list-style-type: none"> a. laptop computer 	



	<ul style="list-style-type: none">b. desktop computerc. serverd. media tablete. smartphonef. monitor/displayg. laser printerh. inkjet printeri. software <p>Points will be distributed as follows:</p> <ul style="list-style-type: none">• The Bidder has 0 – 250 price data points per month: 5 points• The Bidder has 251 – 750 price data points per month: 10 points• The Bidder has more than 750 price data point per month: 15 points <p>Maximum score is 135 points</p>	
<p>PRC7</p>	<p>The Bidder should supply a list of variables and a sample file that demonstrate how they meet the requirements for <u>monthly data</u> by market segment described in SW.4.3.1.3 of the Statement of Work.</p> <p>The Bidder should provide a list of variables and a sample file for each of the following monthly market segments:</p> <ul style="list-style-type: none">a. laptop computersb. desktop computersc. serversd. media tabletse. smartphonesf. monitors/displaysg. laser printersh. inkjet printers <p>Points will be distributed per market segment as follows:</p> <ul style="list-style-type: none">• Data do not meet the required characteristics of the monthly market segmentation: 0 points• Data meet all of the required characteristics of the monthly market segmentation: 15 points• Data meet all of the required characteristics and include some of the additional characteristics identified for the monthly market segmentation: 20 points• Data meet all of the required and additional characteristics identified for the monthly market segmentation: 25 points <p>25 points per market segment</p> <p>Maximum score is 200 points</p>	



<p>PRC8</p>	<p>The Bidder must supply a list of variables and a sample file that demonstrate how they meet the requirements for <u>annual data</u> by market segment described in SW.4.3.1.4 of the Statement of Work.</p> <p>The Bidder must provide a list of variables and a sample file for each of the following annual market segments:</p> <ol style="list-style-type: none">a. laptop computersb. desktop computersc. serversd. media tabletse. smartphonesf. monitors/displaysg. laser printersh. inkjet printers <p>Points will be distributed per market segment as follows:</p> <ul style="list-style-type: none">• Data do not meet the required characteristics of the annual market segmentation: 0 points• Data meet all of the required characteristics of the annual market segmentation: 15 points• Data meet all of the required characteristics and include some of the additional characteristics identified for the annual market segmentation: 20 points• Data meet all of the required and additional characteristics identified for the annual market segmentation: 25 points <p>25 points per market segment</p> <p>Maximum score is 200 points</p>	
<p>PRC9</p>	<p>The Bidder must supply a list of variables and a software market sample file that demonstrate how they meet the requirements for monthly data described in SW.4.3.1.6 of the Statement of Work.</p> <p>Points will be distributed as follows:</p> <p><u>Monthly software market segmentation</u></p> <ul style="list-style-type: none">• Data do not meet the required characteristics of the monthly software market segmentation: 0 points• Data meet all of the required characteristics of the monthly software market segmentation: 15 points• Data meet all of the required characteristics and include some of the additional characteristics identified for the monthly software market segmentation: 20 points• Data meet all of the required and additional characteristics identified for the monthly software market segmentation: 25 points <p>Maximum score is 25 points</p>	



PRC10	<p>The Bidder must supply a list of variables and a software market sample file that demonstrate how they meet the requirements for annual data described in section SW.4.3.1.7 of the Statement of Work:</p> <p>Points will be distributed as follows:</p> <p><u>Annual software market segmentation</u></p> <ul style="list-style-type: none">• Data does not meet the required characteristics of the annual software market segmentation: 0 points• Data meets all of the required characteristics of the annual software market segmentation: 25 points <p>Maximum score is 25 points</p>	
	<p>Point-rated Criteria: total of 855 points</p> <p>Minimum score (70%) to be achieved: 598 points</p>	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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



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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A – Statement of Work 4.1.3 of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.3 Security Requirements

There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 1, 2020 to March 31, 2021 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Francesco Germano

Title: Coordinator

Organization: Statistics Canada

Address: 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Telephone: 613-882-1902

E-mail address: statcan.macs-bids-smc-soumissions.statcan@canada.ca

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

6.5.2 Project Authority (*To be Inserted at Contract Award*)

The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone:

E-mail address:

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

6.5.3 Contractor's Representative (*To be Inserted at Contract Award*)

Name:

Title:

Organization:

Address:

Telephone:

E-mail address:

6.6 Proactive Disclosure of Contracts with Former Public Servants

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



6.7 Payment

6.7.1 Basis of Payment – Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B – Basis of Payment for a cost of \$ _____ (**To be Inserted at Contract Award**). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

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

6.7.3 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment.

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only).

6.8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. 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.
- c. Invoices must be distributed as follows:
 - i. One (1) copy (paper or electronic) must be forwarded to the address below for certification and payment.

Financial & Administrative Service Division
Statistics Canada
RH Coats Bldg., (RHC7A)
100 Tunney's Pasture Driveway
Ottawa, ON, K1A 0T6
Canada
Email: statcan.financecounter-comptoirfinance.statcan@canada.ca

- ii. One (1) copy (paper or electronic) must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract.



6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.12 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)

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

OR

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

6.13 Insurance

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance

6.14 Contract Clauses – Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (b) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

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



6.15 Contract clause – Contract Administration

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

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



ANNEX A STATEMENT OF WORK

1.0 Title

Data supply for the Computer & Peripherals Price Index and the Computer Software Price Index

2.0 Background

Statistics Canada produces statistics that help Canadians to better understand their country—its population, resources, economy, society and culture. As Canada's central statistical office, Statistics Canada has been given a mandate by the government to collect, compile, analyse, abstract, and publish statistical information on the economic, social and general conditions of the country and its citizens. In fulfilling its mandate, Statistics Canada uses administrative data sources where possible to minimize data reporting burden on Canadians. More information on the *Statistics Act* is available through the following link: <https://laws-lois.justice.gc.ca/eng/acts/S-19/FullText.html>.

Statistics Canada plans to secure ongoing delivery of custom price and related market intelligence data from a third party to support monthly production of price indexes for computer (including smartphones), computer peripheral and software.

2.1 Overview

The Computer and Peripherals Price Indexes (CPPI) are monthly series measuring changes over time in the price of computers (including smartphones) and computer peripherals sold to governments, businesses and consumers. The Commercial Software Price Index (CSPI) is a monthly series measuring the change in the purchase price of software purchased by businesses and governments. Throughout this document, these indexes are referred to collectively as the computer price indexes. Economists, industry analysts and the public use these indexes to track and highlight events and trends in the Information, Communication Technology (ICT) sector.

More information on the definitions, data sources and methods for the CPPI is available through the following link:

<http://www23.statcan.gc.ca:81/imdb/p2SV.pl?Function=getSurvey&lang=en&db=imdb&adm=8&dis=2&SDDS=5032>.

More information on the definitions, data sources and methods for the CSPI is available through the following link:

<http://www23.statcan.gc.ca:81/imdb/p2SV.pl?Function=getSurvey&lang=en&db=imdb&adm=8&dis=2&SDDS=5068>

3.0 Objectives

Statistics Canada requires ongoing, monthly delivery of custom price and other related market intelligence data for the Canadian market for computers, computer peripherals and software as described in section SW.4.1.2.

Data received under this contract will be used to:

- a) monitor trends in the computer, computer peripheral and software markets; and
- b) produce and publish monthly computer price indexes.



The detailed data received by Statistics Canada under this contract will not be published in any form that would identify an individual, group or business.

4.0 Project Requirements

4.1 Tasks, Deliverables and Schedule

4.1.1 Tasks

To support Statistics Canada’s monthly computer price index production, the Contractor will complete the following tasks:

- a) Supply the production deliverables specified in section SW.4.1.2 no later than the dates specified in SW.4.1.4.
- b) Ensure that data sets supplied to Statistics Canada meet the specifications laid out in section SW.4.3.1.
- c) Provide timely notification by email or by telephone, of any changes that might affect the delivery, quality or comparability of the monthly and annual data sets supplied to Statistics Canada.
- d) Provide responses through email or by telephone to issues and questions raised by Statistics Canada within two (2) business days.

4.1.2 Deliverables

Monthly data are required to produce the computer price indexes while annual data are used to calculate the relative importance of sub-components of the indexes and monitor industry trends.

Deliverables for index production include the data sets for reference month April 2020 until the end of the contract for the following:

Frequency	Deliverables
Monthly	
	Pricing files by industry segment for the following market segments: <ul style="list-style-type: none"> • Computers (Laptop, Desktop, Server) • Peripherals (Monitors/displays, Inkjet printers, Laser printers) • Software • Media Tablets • Smartphones
Annual	
	<ul style="list-style-type: none"> • Computer Market Shipment Overview • Server Market Shipment Overview • Printer Market Shipment Overview • Display / Monitor Market Shipment Overview • Media Tablet Market Shipment Overview • Smartphone Market Shipment Overview • Software Category Weighting Data

See section SW.4.3.1 for a detailed list of the variables needed for each component.



All deliverables must be received according to scheduled timelines specified in section SW.4.1.4. The Contractor must notify Statistics Canada of any potential delivery delays since these may interfere with planned publication deadlines for the computer price indexes.

The Contractor must also provide timely, advance notification of any changes in the source or processing of the data supplied to Statistics Canada which may affect their quality or comparability over time.

Statistics Canada will evaluate all data deliverables for completeness and adherence to the contract specifications within one (1) month of receipt. The Contractor must resolve any issues of data incompleteness or data non-compliance identified by Statistics Canada within three (3) days, at their own expense and prior to subsequent data deliveries. This is necessary to avoid delays in the production and publication of the monthly computer price indexes.

Statistics Canada will monitor contractor compliance with timelines.

4.1.3 Optional Deliverables

Historical data meeting the specifications in SW.4.3 may be required for the reference months October 2019 to March 2020. If they are required, these data must be delivered upon request and before delivery of the April 2020 reference month of data.

This information will be used to evaluate and implement any changes needed to integrate the monthly data into ongoing index processing.

4.1.4 Schedule

Deliverable	Reference Months
Data received for 2020/21 production	April 2020 – March 2021
Data received for 2021/22 production	April 2021 – March 2022
Data received for 2022/23 production	April 2022 – March 2023
Data received for 2023/24 production	April 2023 – March 2024
Data received for 2024/25 production	April 2024 – March 2025

Timely delivery of the Contractor's data is critical to ensure that Statistics Canada can continue to publish the computer price indexes on time and in accordance with planned, monthly publication dates. Statistics Canada must receive all data deliveries within the following specified timelines:

- a. Monthly data must be received by Statistics Canada no later than the last business day of the reference month supplied (e.g. April 2020 monthly deliverables will be received by Statistics Canada no later than April 30, 2020).
- b. Annual data must be received by Statistics Canada no later than the last business day of the third (3) month following the end of the reference year (e.g. 2020 annual data will be received by Statistics Canada no later than March 31, 2021).

4.2 Reporting Requirements

The contractor must provide other ad hoc written or verbal status updates upon request from the Project Authority in relation to the project.



4.3 Method and Source of Acceptance

All deliverables and services rendered under this statement of work are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

4.3.1 Data Specifications

All data deliverables received by Statistics Canada must be in comma separated (*.csv) or Microsoft Excel 2010 (*.xlsx) format. For ease of use, variables should be separated by commas if the data are delivered in .csv format or they should be stored in separate columns if the data are delivered in Excel format.

Prices (monthly and average annual) and revenue data must be in Canadian dollars.

The data files should contain the following:

4.3.1.1 Required Geographic Data Segmentation

The geographic data segmentation is required in Canada - national

4.3.1.2 Required Computer and Peripheral Industry and Market Segmentation:

Industry Segment	Market Segment
Consumer Computers	
	<ul style="list-style-type: none"> a. Laptop b. Desktop c. Media Tablet d. Smartphone
Business & Government Computers	
	<ul style="list-style-type: none"> a. Laptop b. Desktop c. Server d. Media Tablet
Business and Government Peripherals	
	<ul style="list-style-type: none"> a. Monitors / Displays b. Inkjet printers c. Laser printers
Consumer Peripherals	
	<ul style="list-style-type: none"> a. Monitors / Displays b. Inkjet printers c. Laser printers



4.3.1.3 Characteristics for the monthly price datasets for the computer and peripheral market segments

Laptop Computers – models purchased by businesses, governments and consumers
<p>Required:</p> <ul style="list-style-type: none">a. Manufacturer Nameb. Modelc. Central processing unit (CPU) brand and typed. Central processing unit (CPU) technology, speed and number of corese. Memory (RAM) capacityf. Hard drive technology (e.g. HDD, SSD, hybrid, etc.) and capacityg. Screen sizeh. Screen resolutioni. One of the following model identifiers: Manufacturer's number, stock-keeping unit (SKU)j. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)k. Date that the model was introduced to, or removed from, the Canadian market. <p>Required for each combination of the above characteristics:</p> <ul style="list-style-type: none">a. Street price (excluding taxes and fees) for the current month <p>Additional characteristics to be assessed during tender evaluation:</p> <ul style="list-style-type: none">a. Memory (RAM) configurationb. Screen technology (e.g. touchscreen, detachable screen, etc.)c. Video memory configuration (dedicated/integrated)d. Graphics processing unit (GPU) brand and type (if applicable)e. Weight and physical dimensions (depth, height and length)f. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), re-seller price (excluding taxes and fees) etc.) where availableg. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where availableh. Additional descriptive information for each model where available
Desktop Computers – models purchased both by businesses, governments and consumers
<p>Required:</p> <ul style="list-style-type: none">a. Manufacturer Nameb. Modelc. Central processing unit (CPU) brand and typed. Central processing unit (CPU) technology, speed and number of corese. Memory (RAM) capacityf. Hard drive technology (e.g. HDD, SSD, hybrid, etc.) and capacityg. Form factor of the model (e.g. all-in-one, desktop, convertible mini tower, small form factor, etc.)h. Graphics processing unit (GPU) brand and typei. One of the following model identifiers: Manufacturer's number, stock-keeping unit (SKU)j. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)k. Date that the model was introduced to, or removed from, the Canadian market <p>Required for each combination of the above characteristics:</p> <ul style="list-style-type: none">a. Street price (excluding taxes and fees) for the current month



Additional characteristics to be assessed during tender evaluation:

- a. Monitor size
- b. Memory (RAM) configuration
- c. Screen resolution and technology (e.g. touchscreen, etc.)
- d. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), re-seller price (excluding taxes and fees) etc.) where available
- e. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where available
- f. Additional descriptive information for each model where available

Servers – models purchased both by businesses and governments

Required:

- a. Manufacturer Name
- b. Model
- c. Central Processing Unit (CPU) brand and type
- d. Memory (RAM) configuration and capacity
- e. Number of hard drives, technology (e.g. HDD, SSD, hybrid, etc.) and capacity
- f. Form factor of the model (e.g. blade server, tower server, rack server, etc.)
- g. One of the following model identifiers: Manufacturer's number, stock-keeping unit (SKU)
- h. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)
- i. Date that the model was introduced and removed from the Canadian market

Required for each combination of the above characteristics:

- a. Street price (excluding taxes and fees) for the current month

Additional characteristics to be assessed during tender evaluation:

- a. Central processing unit (CPU) technology, speed and number of cores
- b. Graphics processing unit (GPU) brand and type
- c. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), etc.) where available
- d. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where available
- e. Additional descriptive information for each model where available

Media Tablets – models purchased by businesses, governments and consumers

Required:

- a. Manufacturer Name
- b. Model
- c. Memory (RAM) capacity
- d. Central processing Unit (CPU) brand and type
- e. Central processing unit (CPU) technology, speed and number of cores
- f. Screen size
- g. One of the following model identifiers: manufacturer's number, stock-keeping unit (SKU)
- h. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)
- i. Date that the model was introduced to, or removed from, the Canadian market
- j. Weight and physical dimensions (depth, height and width)
- k. Built in memory capacity (e.g. 16G, 32G, 64G, etc.)



Required for each combination of the above characteristics:

- a. Street price (excluding taxes and fees) for the current month

Additional characteristics to be assessed during tender evaluation:

- a. Memory (RAM) configuration
- b. Operating system (e.g. Android, iOS, Linux, WIndows CE, Other)
- c. Graphics processing unit (GPU) brand, technology and type
- d. Flash drive technology
- e. Camera technology (e.g. Front camera, back camera, resolution, etc.)
- f. Communication technology (e.g. wi-fi, USB port, etc.)
- g. Connectivity (e.g. wi-fi, wi-fi/3G, wi-fi/4G)
- h. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), etc.) where available
- i. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where available
- j. Additional descriptive information for each model where available

Smartphones – models purchased by consumers

Required:

- a. Manufacturer Name
- b. Model
- c. Generation
- d. Camera technology (e.g. Front camera, back camera, resolution, etc.)
- e. Central processing unit (CPU) brand and type
- f. Weight and physical dimensions (depth, height and width)
- g. Screen size
- h. Built in memory capacity (e.g. 16G, 32G, 64G, etc.)
- i. Connectivity (e.g. wi-fi, wi-fi/3G, wi-fi/4G)
- j. Operating system (e.g. Android, iOS, Linux, WIndows CE, Other)
- k. One of the following model identifiers: Manufacturer's number, stock-keeping unit (SKU)
- l. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)
- m. Date that the model was introduced and removed from the Canadian market

Required for each combination of the above characteristics:

- a. Street price (excluding taxes and fees) for the current month

Additional characteristics to be assessed during tender evaluation:

- a. Central processing unit (CPU) technology (speed and number of cores)
- b. Graphics processing unit (GPU) brand, technology (speed and number of cores) and type.
- c. Expansion memory capacity
- d. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), etc.) where available
- e. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where available
- f. Additional descriptive information for each model where available



Monitors/Displays – models purchased by businesses, governments and consumers

Required:

- a. Manufacturer Name
- b. Model
- c. Screen size, resolution and technology
- d. One of the following model identifiers: Manufacturer's number, stock-keeping unit (SKU)
- e. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)
- f. Date that the model was introduced to, or removed from, the Canadian market

Required for each combination of the above characteristics:

- a. Street price (excluding taxes and fees) for the current month

Additional characteristics to be assessed during tender evaluation:

- a. Screen resolution and technology (e.g. touchscreen, detachable screen, etc.)
- b. Weight and physical dimensions (depth, height and length)
- c. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), etc.) where available
- d. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where available
- e. Additional descriptive information for each model where available

Inkjet Printers – models purchased by businesses, governments and consumers

Required:

- a. Manufacturer Name
- b. Model
- c. One of the following model identifiers: Manufacturer's number, stock-keeping unit (SKU)
- d. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)
- e. Date that the model was introduced to, or removed from, the Canadian market

Required for each combination of the above characteristics:

- a. Street price (excluding taxes and fees) for the current month

Additional characteristics to be assessed during tender evaluation:

- a. Weight and physical dimensions (depth, height and length)
- b. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), etc.) where available
- c. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where available
- d. Additional descriptive information for each model where available

Laser Printers – models purchased by businesses, governments and consumers

Required:

- a. Manufacturer Name
- b. Model
- c. One of the following model identifiers: Manufacturer's number, stock-keeping unit (SKU)
- d. Status of the model on the Canadian market (e.g. new, current, discontinued, etc.)
- e. Date that the model was introduced to, or removed from, the Canadian market



Monitors/Displays – models purchased by businesses, governments and consumers

Required for each combination of the above characteristics:

- a. Street price (excluding taxes and fees) for the current month

Additional characteristics to be assessed during tender evaluation:

- a. Weight and physical dimensions (depth, height and length)
- b. Additional pricing information (e.g. MSRP, distributor price (excluding taxes and fees), etc.) where available
- c. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) where available
- d. Additional descriptive information for each model where available

4.3.1.4 Required data for the annual computer and peripheral Canadian market shipment overviews

Computer Market Shipment Overview

Required characteristics:

- a. Manufacturer Name
- b. Market segment (e.g. desktop, laptop)
- c. Industry segment (e.g. consumer, business, government)
- d. Computer brand name

Required for each combination of the above characteristics:

- a. Number of units sold in the year
- b. Total annual revenue

Server Market Shipment Overview

Required characteristics:

- a. Server type (e.g. x86)
- b. Manufacturer Name
- c. Processor brand (e.g. AMD Opteron, Intel Xeon, etc.)

Required for each combination of the above characteristics:

- a. Number of units sold in the year
- b. Total annual revenue

Printer Market Shipment Overview

Required characteristics:

- a. Manufacturer Name
- b. Market segment (e.g. inkjet, laser)
- c. Industry segment (e.g. consumer, business, government)
- d. Type (e.g. Inkjet, Laser, etc.)
- e. Sub-type (e.g. Colour Inkjet, High speed Inkjet, Colour Laser, Monochrome laser, Photo, etc.)

Required for each combination of the above characteristics:

- a. Number of units sold in the year
- b. Total annual revenue



Monitor/Display Market Shipment Overview
<p>Required characteristics:</p> <ul style="list-style-type: none"> a. Manufacturer Name b. Industry segment (e.g. consumer, business, government) <p>Additional characteristics to be assessed during tender evaluation:</p> <ul style="list-style-type: none"> a. Technology (e.g. LCD, LED, etc.) <p>Required for each combination of the above characteristics:</p> <ul style="list-style-type: none"> a. Number of units sold in the year b. Total annual revenue
Media Tablet Market Shipment Overview
<p>Required characteristics:</p> <ul style="list-style-type: none"> a. Manufacturer Name b. Industry segment (e.g. consumer, business, government) <p>Required for each combination of the above characteristics:</p> <ul style="list-style-type: none"> a. Number of units sold in the year b. Total annual revenue
Smartphone Market Shipment Overview
<p>Required characteristics:</p> <ul style="list-style-type: none"> a. Manufacturer Name b. Industry segment (e.g. consumer, business, government) <p>Required for each combination of the above characteristics:</p> <ul style="list-style-type: none"> a. Number of units sold in the year b. Total annual revenue

4.3.1.5 Required software industry segmentation

Commercially available, non-custom software units purchased by businesses and governments in Canada.

4.3.1.6 Characteristics for the monthly price datasets for the software market

Software – purchased by businesses and governments
<p>Required characteristics:</p> <ul style="list-style-type: none"> a. Manufacturer Name b. Name of the software c. One of the following unique identifiers: manufacturer's number, stock-keeping unit (SKU) d. Clear software taxonomy e. Additional descriptive information for each software where available <p>Additional characteristics to be assessed during tender evaluation:</p> <ul style="list-style-type: none"> a. Additional model specifications (e.g. Manufacturer's number, part number, stock-keeping unit (SKU) and stock-keeping unit code (SKU-code), universal product code (UPC)) b. Status of the software on the Canadian market (e.g. new, current, discontinued, etc.)



Software – purchased by businesses and governments

Required for each combination of the above characteristics:

- a. List and reseller prices (excluding taxes and fees) for the current and previous reference months

4.3.1.7 Required data characteristics for the annual software market shipment overview

Software Market Shipment Overview

Required characteristics:

- a. Manufacturer Name
- b. Clear software taxonomy

Required for each combination of the above characteristics:

- a. Number of units sold in the year
- b. Total annual revenue

5.0 Other Terms and Conditions

5.1 Contractor's Obligations

The Contractor will:

- work with Statistics Canada to resolve data format and quality requirement issues;
- ensure delivery of data to Statistics Canada in electronic format;
- provide on-going support to Statistics Canada, as required, for the duration of the contract; and
- keep all documents and proprietary information confidential.

5.2 Statistics Canada's Obligations

Statistics Canada's will:

- work with the Contractor to clarify any questions around data format and quality requirements; and
- provide on-going support to the Contractor, as required, for the duration of the contract.

5.3 Location of Work, Work Site and Delivery Point

The Contractor will collect and prepare the market data at their premises using their resources.

5.4 Language of Work

The work may be completed in either English or French; however, deliverables must be submitted in English. No translation is required.

5.5 Environmental considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers must transmit work electronically.



**ANNEX B
BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

Table 1 Initial Period	
Deliverables	All-inclusive Firm Lot Price (CDN)
Deliver monthly and annual data for the period April 1, 2020 to March 31 st , 2021 according to the schedule and specifications described in Annex A – Statement of Work, section 4.0.	\$

Table 2 Optional Deliverables	
Deliverables	All-inclusive Firm Lot Price (CDN)
Deliver historical data that meet the specifications in Annex A – Statement of Work, section 4.1.3 for the months of October 2019 to March 2020. If they are required, these data must be delivered upon request and before delivery of the April 2020 reference month of data.	\$

Table 3 Option Year 1	
Deliverables	All-inclusive Firm Lot Price (CDN)
Deliver monthly and annual data for the period April 1, 2021 to March 31 st , 2022 according to the schedule and specifications described in Annex A – Statement of Work, section 4.0.	\$

Table 4 Option Year 2	
Deliverables	All-inclusive Firm Lot Price (CDN)
Deliver monthly and annual data for the period April 1, 2022 to March 31 st , 2023 according to the schedule and specifications described in Annex A – Statement of Work, section 4.0.	\$



Table 5 Option Year 3	
Deliverables	All-inclusive Firm Lot Price (CDN)
Deliver monthly and annual data for the period April 1, 2023 to March 31, 2024 according to the schedule and specifications described in Annex A – Statement of Work, section 4.0.	\$

Table 6 Option Year 4	
Deliverables	All-inclusive Firm Lot Price (CDN)
Deliver monthly and annual data for the period April 1, 2024 to March 31, 2025 according to the schedule and specifications described in Annex A – Statement of Work, section 4.0.	\$



ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only).



ANNEX D to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

For further information on the Federal Contractors Program for Employment 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)