



**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  
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**

<b>Title - Sujet</b> APPLICATION SERVICES	
<b>Solicitation No. - N° de l'invitation</b> A0416-183262/A	<b>Date</b> 2020-03-09
<b>Client Reference No. - N° de référence du client</b> A0416-183262	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZM-622-37474	
<b>File No. - N° de dossier</b> 622zm.A0416-183262	<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 2020-03-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Cleroux, Stephanie	<b>Buyer Id - Id de l'acheteur</b> 622zm
<b>Telephone No. - N° de téléphone</b> (873) 354-5180 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> INDIGENOUS AND NORTHERN AFFAIRS CANADA 7TH FL. 10 WELLINGTON ST Gatineau Quebec K1A0H4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division / Division des  
services professionnels en informatique  
Les Terrasses de la Chaudière  
10, rue Wellington, 4ième  
étage/Floor  
Gatineau  
Québec  
K1A 0S5

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

<b>Solicitation No. – N° de l'invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 622ZM
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**BID SOLICITATION  
FOR 2 CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR  
TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

**A.8 SYSTEMS ANALYST – LEVEL 1, 2 AND 3;  
A.11 TESTER – LEVEL 1, 2, AND 3; AND;  
A.14 WEB DEVELOPER – LEVEL 1, 2 AND 3.**

**FOR**

**INDIGENOUS AND NORTHERN AFFAIRS CANADA**

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

Annex A - Statement of Work  
Annex B - Basis of Payment  
Annex C - Security Requirements Check List

**List of Attachments to Part 1 (General Information):**

-N/A

**List of Attachment to Part 2 (Bidder Instructions):**

-N/A

**List of Attachment to Part 3 (Bid Preparation Instructions):**

-Attachment 3.1: Bid Submission Form

**List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):**

-Attachment 4.1: Mandatory Technical Evaluation  
-Attachment 4.2: Point Rated Technical Evaluation

**List of Attachment to Part 5 (Certifications):**

-Attachment 5.1: Set Aside for Aboriginal Business – Certification  
-Attachment 5.2: Federal Contractor Program for Employment Equity – Certification  
-Attachment 5.3: Canadian Content Certification

**List of Attachment to Part 6 (Security, Financial and Other Requirements):**

N/A

**Forms:**

-Form M.1: Bidder Corporate Capacity Form (MC1)  
-Form M.2: Bidder Corporate Experience Form (MC2)  
-Form R.1: Bidder Corporate Capacity and Corporate Experience Form (RTC1 and RTC2)  
-Form R.2: Client Demand Manager Form (RTC3)  
-Form R.3: Bidder's Experience providing IT Professional Service Resources Simultaneously (RTC4)  
-Form R.4: Contract Management Experience Form (RTC5 –b)  
-Form R.5: Risk Mitigation Strategy Form (RCT6 –b)

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## **BID SOLICITATION FOR 2 CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

### **A.8 SYSTEMS ANALYST – LEVEL 1, 2 AND 3; A.11 TESTER – LEVEL 1, 2, AND 3; AND A.14 WEB DEVELOPER – LEVEL 1, 2 AND 3**

### **FOR INDIGENOUS AND NORTHERN AFFAIRS CANADA**

#### **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 Indigenous and Northern Affairs Canada (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 up to 2 contracts, each for 3 years plus two one-year irrevocable options allowing Canada to extend the term of the contracts.
- (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 a preference for Canadian goods and/or services.

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- (e) This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to Annex 9.4 of the Supply Manual.
- (f) This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.
- (g) Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.
- (h) 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.
- (i) This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- (j) 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.
- (k) Only Aboriginal TBIPS SA Holders holding a TBIPS SA for Tier 2 at the time of bid closing, 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.
- (l) 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
A.8 SYSTEMS ANALYST	LEVEL 1	1
A.8 SYSTEMS ANALYST	LEVEL 2	2
A.8 SYSTEMS ANALYST	LEVEL 3	3
A.11 TESTER	LEVEL 1	1
A.11 TESTER	LEVEL 2	2
A.11 TESTER	LEVEL 3	3
A.14 WEB DEVELOPER	LEVEL 1	2
A.14 WEB DEVELOPER	LEVEL 2	2
A.14 WEB DEVELOPER	LEVEL 3	3

### 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.

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## 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.
- (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 (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (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.

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### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 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.

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(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 Volumetric Data**

The estimated number of resources category and levels 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.

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## 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 (CD or 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 CD or USB key
  - (B) Section II: Financial Bid – One soft copy on a SEPARATE CD or USB key
  - (C) Section III: Certifications – One soft copy on a CD or 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

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(<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

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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 3.1 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 4.1, 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 4.1, where Bidders are requested to indicate where in the bid the reference material can be found,

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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 4.2, 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 4.2, 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) **Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been completed by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the TBIPS descriptions of the Resource Categories identified in Annex A. Work will be considered to "closely match" if the work in the provided project is described in at least 60% of the points of responsibility listed in the description of the given Resource Category.
- (iv) **Customer Reference Contact Information:**
- (A) The Bidder must provide customer references. The customer reference must each confirm if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 4.1.
- (B) In accordance with MC1 and MC2, Form M1 and M2 must be signed by the Client to certify that the information provided by the Bidder is accurate and true.
- 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.
- (v) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their

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geographic presence. This information is requested for information purposes only and will not be evaluated.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex “B”. 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) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
  - (i) the rate bid must not increase by more than 5% from one time period to the next; and
  - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:
  - (i) the rate bid for level three must be the same or higher than that bid for level two, and
  - (ii) the rate bid for level two must be the same or higher than the rate bid for level one.
- (d) **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.
- (e) **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.

**Note to Bidders:** *If Canada receives 3 or fewer Bids by the bid solicitation closing date, the above sub-article entitled “Blank Prices” will not apply.*

### 3.4 Section III: Certifications

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

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## 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) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (d) 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 in response to the requirement 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.

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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.

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- (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.

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- (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.

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## 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 4.1.
- (iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.

### (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 4.2.

### (c) 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 who have not, at that point, been found non-responsive.
- (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 hours, 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

### *Highest Responsive Combined Rating of Technical Merit and Price*

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s).

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(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 (-) 10% 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.

RESOURCE CATEGORIES	INITIAL (3 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
A.8 Systems Analyst - Level 1	150	50	50	250
A.8 Systems Analyst - Level 2	150	50	50	250
A.8 Systems Analyst - Level 3	150	50	50	250
A.11 Tester - Level 1	150	50	50	250
A.11 Tester - Level 2	150	50	50	250
A.11 Tester - Level 3	150	50	50	250
A.14 Web Developer - Level 1	150	50	50	250
A.14 Web Developer - Level 2	150	50	50	250
A.14 Web Developer - Level 3	150	50	50	250
<b>TOTAL</b>	<b>1,350</b>	<b>450</b>	<b>450</b>	<b>2,250</b>

(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

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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**

<b>TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:</b>							
<b>Resource Category</b>	<b>Max. Points</b>	<b>Bidder 1</b>		<b>Bidder 2</b>		<b>Bidder 3</b>	
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 1</b>	<b>Year 2</b>
<b>Programmer</b>	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
<b>Business Analyst</b>	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
<b>Project Manager</b>	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
<b>TOTAL</b>	300						
<b>STEP 1 - Establishing the lower and upper median band limits for each year and each resource category</b>							
(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.						
<b>STEP 2 - Points Allocation:</b>							
<b>Bidder 1:</b>							
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)							
<b>Bidder 2:</b>							
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)							

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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)	
<b>Bidder 3:</b>	
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 1 - MAXIMUM POINTS ASSIGNED</b>				
RESOURCE CATEGORIES	INITIAL (3 YEARS) CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	TOTAL POINTS
A.8 Systems Analyst - Level 1	150	50	50	250
A.8 Systems Analyst - Level 2	150	50	50	250
A.8 Systems Analyst - Level 3	150	50	50	250
A.11 Tester - Level 1	150	50	50	250
A.11 Tester - Level 2	150	50	50	250
A.11 Tester - Level 3	150	50	50	250
A.14 Web Developer - Level 1	150	50	50	250
A.14 Web Developer - Level 2	150	50	50	250

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A.14 Web Developer - Level 3	150	50	50	250
<b>TOTAL</b>	<b>1,350</b>	<b>450</b>	<b>450</b>	<b>2,250</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 National Capital Region 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**

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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 – Multiple Contracts Awarded

**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:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points at Attachment 4.2)}} \times 60 = \text{Total Technical Score}$$

- (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 within, then the bid with the highest Total Financial Score will become the top-ranked bidder.

##### (b) Contract Funding Allocation: Where more than one contract is awarded, each contract issued will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:

- (i) in the event that only one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;
- (ii) where two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:
  - (A) the Bidder with the highest Total Bidder Score will receive 55% of the funding initially allocated; and
  - (B) the Bidder with the next highest Total Bidder Score will receive 45% of the funding initially allocated.

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- (c) 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.

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## 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.

### 5.1 Certifications Required with Bid

Bidders must submit the following duly completed certification(s) as part of their bid.

#### (a) Canadian Content Certification

- (i) SACC Manual Clause [A3066T](#) (2018-12-06) Canadian Content Certification. Bidders must complete and sign the certification entitled "Canadian Content Certification" attached as Attachment 5.3: Canadian Content Certification.
- (i) SACC Manual Clause [A3050T](#) (2018-12-06) Canadian Content Definition.

#### (b) Set-aside for Aboriginal Business

- (ii) This procurement is set aside for Aboriginal business under the federal government Set-aside Program for Aboriginal Business. Bidders must complete and sign the certification entitled "Certification Requirements for the Set-aside Program for Aboriginal Business" attached as Attachment 5.1 Set-Aside for Aboriginal Business - Certification.
- (iii) By executing the certification, the Bidder warrants that it is an Aboriginal business as defined in the Set-aside Program for Aboriginal Business.
- (iv) SACC Manual clause [A3001T](#) (2014-11-27) applies.

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

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

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

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

The Bidder must provide the Contracting Authority with a completed Attachment 5.2, 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

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Attachment 5.2 Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

**(b) Certification of Language**

**For A.8 Systems Analyst – Level 3 resources:**

- (i) By submitting a bid, the Bidder certifies that, should it be awarded a contract, it will have the capacity to, on an as and when requested basis, propose individuals fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

**For all other categories:**

- (ii) 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 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.

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

### **6.1 Security Requirement**

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses.
- (b) 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.
- (c) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

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## 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 Department of Indian Affairs and Northern Development (DIAND).
- (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.

*Measures Policy, the Code of Conduct for Procurement, or other applicable policies.*

### 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) **Allocation of Task Authorizations:** More than one Contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
- (i) Canada will send the first draft Task Authorization to the Contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.
  - (ii) The Contractor sent a draft TA will have the time set out further below under the subparagraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.
  - (iii) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded

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to the next Contractor. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the contractor propose another resource and the contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next contractor, under the same allocation process. The dollar value of the refused TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to one or more of the other contractors in that same Workstream. Should all Contractors refuse a TA under the Contract, Canada reserves the right to use other methods of supply.

- (iv) Canada will make a reasonable effort to ensure that the dollar value of the TAs issued to the Contractors are proportionally balanced throughout the Contract Period based on the percentage values determined by the Contract Fund allocation Formula in the bid solicitation. A review of TAs issued to the Contractors will be conducted at six-month intervals and at the beginning of each fiscal year to confirm proportional utilization and distribution of the TAs.
- (c) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendix A of Annex A.
- (d) **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 contract number;
    - (B) the task number;
    - (C) 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);
    - (D) the categories of resources and the number required;
    - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
    - (F) the start and completion dates;
    - (G) any option(s) to extend initial end date (if applicable);
    - (H) milestone dates for deliverables and payments (if applicable);
    - (I) the number of person-days of effort required;
    - (J) whether the work requires on-site activities and the location;
    - (K) the language profile of the resources required;
    - (L) the level of security clearance required of resources;
    - (M) 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

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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

(N) any other constraints that might affect the completion of the task.

(e) **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.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

(i) To be validly issued, a TA must include the following signatures:

- (1) the Technical Authority;
- (2) a representative from INAC Contracting and Procurement;
- (3) the Contracting Authority; and
- (4) the Contractor.

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.

(g) **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 15 calendar days after the end of the reporting period.

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

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- (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.
- (h) **Refusal of Task Authorizations or Submission of a Response which is not Valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.
- (i) **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.

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- (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 thirty 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) [4006](#) (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

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## 7.5 Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/**PWGSC**.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/**PWGSC**.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

## 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 three years 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 two additional one-year period(s) 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: Stephanie Cleroux  
Title: Supply Team Leader  
Public Works and Government Services Canada Acquisitions Branch  
Directorate: Professional Services Procurement Directorate  
Address: 10 Wellington St., Gatineau, Québec  
Telephone: (873) 354-5180  
E-mail address: [stephanie.cleroux@tpsgc-pwgsc.gc.ca](mailto:stephanie.cleroux@tpsgc-pwgsc.gc.ca)

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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**

The Technical Authority for the Contract is:

To be named at Contract award.

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

**(c) Contractor's Representative**

To be named at Contract award.

**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) **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.
- (iii) **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.
- (iv) **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

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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 included 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) **Electronic Payment of Invoices – Contract**

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

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

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(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 email a copy of each invoice to the Technical Authority and 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.
- (b) **SACC Manual Clauses**  
SACC Manual Clause [A3066T](#) (2018-12-06) Canadian Content Certification; and  
SACC Manual Clause [A3000C](#) (2014-11-27) Aboriginal Business Certification.

**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.

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### 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;
  - (iii) [4008](#) (2008-12-12), Supplemental General Conditions - Personal 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 \_\_\_\_\_.

### 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 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.

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- (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.
- (a) **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

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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.

(b) **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.

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- (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

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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:
1. \_\_\_\_\_; and
  2. \_\_\_\_\_ (Note to Bidders: *add lines if required*)
- (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

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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

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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 Government Property

Canada agrees to supply the Contractor with the items listed below (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

Canada will provide:

- A laptop or PC workstation;
- A cubicle; and
- Network connections (ISC LAN Account).

## 7.25 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

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"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.

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## ANNEX A

### STATEMENT OF WORK

**TITLE:**

Application Services

**1.0 SCOPE**

**1.1 Objective**

In support of the Application Development, Data and Database Administration (ADDDA) directorate of the Department of Indian Affairs and Northern Development Canada (DIAND), professional technical services are required for the maintenance and enhancement of existing application.

With ADDDA potentially providing professional technical services to two departments with separate mandates, the objective of this requirement is to meet evolving requirements of Crown-Indigenous Relations and Northern Affairs and the Indigenous Services Canada.

**1.2. Background**

The DIAND has the primary, but not exclusive, responsibility for meeting the federal government’s constitutional, treaty, political, and legal responsibilities to First Nations, Inuit, and Northerners. Under this mandate, DIAND is responsible for the planning, design, implementation, and assessment of policies and the delivery of a variety of programs and services to First Nations, Inuit, and Northern peoples and communities. DIAND has developed many systems to support programs and service delivery. In addition to the collection and analysis of data related to these programs and services, data has been used to provide reports to meet a multitude of internal and external purposes.

In August 2017 Crown-Indigenous Relations and Northern Affairs and Indigenous Services Canada were created. Delivery of government programs is the responsibility of Indigenous Services Canada while treaties, claims and negotiations reside with Crown-Indigenous Relations and Northern Affairs.

**2.0 REQUIREMENTS**

**2.1 Scope of Work**

In support of the various initiatives, DIAND requires specialized resources for 9 categories and levels to support DIAND requirements on an “as and when required” basis.

The Contractor must provide, on and as requested by Canada, resources under the following TBIPS categories and levels listed below:

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- a) A. 14 Web Developer - Level 1
- b) A.14 Web Developer - Level 2
- c) A.14 Web Developer - Level 3
- d) A.8 Systems Analyst - Level 1
- e) A.8 Systems Analyst - Level 2
- f) A.8 Systems Analyst - Level 3
- g) A.11 Tester - Level 1
- h) A.11 Tester - Level 2
- i) A.11 Tester - Level 3

Task Authorizations (TA) will be issued against the resulting contract(s) to request the Work.

## 2.2 Tasks

The contractor will be requested to perform tasks identified in the SOW as per each resource category and level mentioned below, or as it may be specified in any of the resulting Task Authorization(s).

### 2.2.1 A.14 Web Developer - Level 1

Responsibilities could include but are not limited to:

- Develop and prepare diagrammatic plans for web based service delivery over the internet;
- Analyze the problems outlined by systems analysts/designers in terms of such factors as style and extent of information to be transferred across the internet;
- Select and use the best available web development tools for linking the internet based client to the departmental “back end” information delivery programs and databases;
- Create high-usability web pages to meet the requirement;
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations;
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document systems for later modification or reference;
- Analyse, code, test and maintain systems for DIAND’s operational and development environment;
- Develop systems following industry best practices and DIAND’s development platform and tools;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system;
  - Models, specifications and related artifacts in the modeling tool repository;
  - All other documents will be stored in DIAND’s information management repository;
- Provide technical user support; and
- Perform other research or tasks relevant to the job as required.

### 2.2.2 A.14 Web Developer - Level 2

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Responsibilities could include but are not limited to:

- Develop and prepare diagrammatic plans for web based service delivery over the internet;
- Analyze the problems outlined by systems analysts/designers in terms of such factors as style and extent of information to be transferred across the internet;
- Select and use the best available web development tools for linking the internet based client to the departmental “back end” information delivery programs and databases;
- Design high-usability web pages to meet the requirement;
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations;
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document systems for later modification or reference;
- Analyse, design, code, test and maintain systems for DIAND’s operational and development environment;
- Develop systems following industry best practices and DIAND’s development platform and tools;
- Capture systems artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system;
  - Models, specifications and related artifacts in the modeling tool repository; and
  - All other documents will be stored in DIAND’s information management repository.
- Provide technical user support;
- Perform and coordinate Release Management activities;
- Liaise with other IT teams;
- Develop and maintain systems following DIAND’s system development life cycle process;
- Assist with the coaching and perform knowledge transfer to other resources and DIAND staff; and
- Perform other research or tasks relevant to the job as required.

### **2.2.3 A.14 Web Developer - Level 3**

Responsibilities could include but are not limited to:

- Develop and prepare diagrammatic plans for web based service delivery over the internet;
- Analyze the problems outlined by systems analysts/designers in terms of such factors as style and extent of information to be transferred across the internet;
- Select and use the best available web development tools for linking the internet based client to the departmental “back end” information delivery programs and databases;
- Design high-usability web pages to meet the requirement;
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations;
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document systems for later modification or reference;

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- Analyse, design, code, test and maintain systems for DIAND's operational and development environment;
- Develop systems following industry best practices and DIAND's development platform and tools;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system;
  - Models, specifications and related artifacts in the modeling tool repository; and
  - All other documents will be stored in DIAND's information management repository.
- Provide technical user support;
- Perform and coordinate Release Management activities;
- Liaise with other IT teams;
- Develop and maintain systems following DIAND's system development life cycle process;
- Mentor, coach and perform knowledge transfer to other resources and DIAND staff;
- Lead and coordinate initiatives and the activities of a small team;
- Perform design and code reviews; and
- Develop requirements, feasibility, cost, design, and other technical specification documents for systems.

#### **2.2.4 A.11 Tester - Level 1**

Responsibilities could include but are not limited to:

- Test planning and coordination;
- Perform testing in accordance with the plan;
- Monitoring of test plans for all levels of testing;
- Monitoring of walkthroughs and reviews related to testing and implementation readiness;
- Status reporting;
- Execute test scenarios and test scripts following DIAND's system development life cycle process;
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment;
- Establishing system testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
- Establishing a validation and verification capability which assumes functional and performance compliance;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system; and
  - All other documents will be stored in DIAND's information management repository.
- Provide technical user support;
- Perform knowledge transfer to other resources and DIAND staff; and
- Perform other research or tasks relevant to the job as required.

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### **2.2.5 A.11 Tester - Level 2**

Responsibilities could include but are not limited to:

- Test planning and coordination;
- Supervision of testing in accordance with the plan;
- Monitoring of test plans for all levels of testing;
- Management of walkthroughs and reviews related to testing and implementation readiness;
- Status reporting;
- Development of test scenarios and test scripts following DIAND's system development life cycle process;
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment;
- Establishing system testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various system elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
- Establishing a validation and verification capability which assumes functional and performance compliance;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system; and
  - All other documents will be stored in DIAND's information management repository.
- Provide technical user support;
- Assist with the coaching and perform knowledge transfer to other resources and DIAND staff; and
- Liaise with other IT teams; and
- Perform other research or tasks relevant to the job as required.

### **2.2.6 A.11 Tester - Level 3**

Responsibilities could include but are not limited to:

- Test planning and coordination;
- Supervision of testing in accordance with the plan;
- Management and monitoring of test plans for all levels of testing;
- Management of walkthroughs and reviews related to testing and implementation readiness;
- Status reporting;
- Development of test scenarios and test scripts following DIAND's system development life cycle process;
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment;
- Establishing system testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;

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- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various system elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
- Establishing a validation and verification capability which assumes functional and performance compliance;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system; and
  - All other documents will be stored in DIAND's information management repository.
- Provide technical user support;
- Liaise with other IT teams;
- Perform document reviews;
- Mentor, coach and perform knowledge transfer to other resources and DIAND staff;
- Lead and coordinate initiatives and the activities of a small system test team;
- Perform design and other document reviews;
- Develop requirements, feasibility, cost, design, and other technical specification documents for systems; and
- Perform other research or tasks relevant to the job as required.

### **2.2.7 A.8 Systems Analyst - Level 1**

Responsibilities could include but are not limited to:

- Develop requirements, feasibility, cost, design, and specification documents for systems;
- Implement systems to support projects, departments, organizations or businesses following DIAND's system development life cycle process;
- Translate business requirements into systems design and specifications;
- Analyse and recommend alternatives and options for solutions;
- Develop technical specifications for systems development, design and implementation;
- Understand Use Cases and Use Case Models to model system;
- Develop physical constructs including but not limited to domain models, sequence diagrams, data models from logical models for implementation;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system; and
  - All other documents will be stored in DIAND's information management repository.
- Provide technical user support;
- Perform other research or tasks relevant to the job as required.

### **2.2.8 A.8 Systems Analyst - Level 2**

Responsibilities could include but are not limited to:

- Develop requirements, feasibility, cost, design, and specification documents for systems;

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- Implement systems to support projects, departments, organizations or businesses following DIAND’s system development life cycle process;
- Translate business requirements into systems design and specifications;
- Analyse and recommend alternatives and options for solutions;
- Develop technical specifications for systems development, design and implementation;
- Understand Use Cases and Use Case Models to model system;
- Develop physical constructs including but not limited to domain models, sequence diagrams, data models from logical models for implementation;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system; and
  - All other documents will be stored in DIAND’s information management repository.
- Provide technical user support;
- Assist with the coaching and perform knowledge transfer to other resources and DIAND staff; and
- Liaise with other IT teams;
- Perform document reviews; and
- Perform other research or tasks relevant to the job as required.

### **2.2.9 A.8 Systems Analyst - Level 3**

Responsibilities could include but are not limited to

- Develop requirements, feasibility, cost, design, and specification documents for systems;
- Implement systems to support projects, departments, organizations or businesses following DIAND’s system development life cycle process;
- Translate business requirements into systems design and specifications;
- Analyse and recommend alternatives and options for solutions;
- Develop technical specifications for systems development, design and implementation;
- Capture system artifacts in the prescribed repository:
  - Source code and related artifacts in the source code management system or defect tracking system; and
  - All other documents will be stored in DIAND’s information management repository.
- Understand Use Cases and Use Case Models to model system;
- Develop physical constructs including but not limited to domain models, sequence diagrams, data models from logical models for implementation;
- Provide technical user support;
- Coach, mentor and perform knowledge transfer to other resources and DIAND staff;
- Liaise with other IT teams;
- Perform document reviews;
- Perform other research or tasks relevant to the job as required;
- Lead the development of requirements, feasibility, cost, design and specification documents for systems;
- Perform design and other document;
- Coaching and perform knowledge transfer to other resources and DIAND staff; and

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- Develop requirements, feasibility, cost, design, and other technical specification documents for systems;
- Lead implementation of systems to support projects, departments, organizations or businesses; and
- Perform other research or tasks relevant to the job as required.

### 2.3 Deliverables

Deliverables will be specified with any issued Task Authorization (TA) form(s) issued under the terms and conditions of the Contract.

The contractor must submit all schedules and requested deliverables and amendments to the Project Authority (PA) or the PA’s due designate by the delivery date stated in each TA form. All text deliverables must be delivered in hard or electronic copy.

### 2.4 Technical, Operational and Organizational Environment

The Contractor must ensure that all written deliverables and services provided are in conformance with DIAND’s standard desktop operating software, currently, Microsoft Office 2016 (including Word, Excel, and PowerPoint) and server based environments.

All deliverables and services provided by the Contractor must become integrated within DIAND’s technical and operational environment.

The technical and operational environment could include, but is not limited to the following:

Windows Server 2012, 2016 and higher versions	MS Team Foundation Server
MS Web Services Enhancements (WSE)	Internet Information Server
Oracle Application Server (OAS) 10.1.2.3 and higher versions	
Crystal Enterprise	Linux Redhat

Oracle 11g and higher versions	Apache HTTP	PL/SQL
Test Track Pro (Helix Issue Management)	CSLA.Net	JBoss
Microsoft Dynamics 365	SAP Crystal Reports 2013	Tomcat Apache
Microsoft Dynamics CRM 2015	MS Office Suite 2016	
MS .NET Framework	Websphere	
MS Visual Studio, 2015, 2017 and higher		

In addition, the software could include, but is not limited to the following:

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SQL Server 2012 and higher versions	Lotus Approach Database	SQL Server 2000
MS Access 2010 and higher versions	Oracle Database 12c and higher	Lotus Approach
Oracle Database 8, 9i, 10g and 11g	Java 1.4 and higher versions	C, C++ 2020
MS Excel 2010 and higher versions	PHP 5.3 and higher versions	Visual Basic 6
MySQL version 5.0 and higher versions	SQL Server 2008	ASP.NET
Oracle Forms 10 and higher versions	WebSphere 6.1	Lotus Script

All technical and other documentation gathered or produced during the course of work must be stored in DIAND's document repository, GCdocs, and follow the established conventions for document management.

Due to the nature of the work, the technical, operational and organizational environment will be specified at the TA stage.

## 2.5 Specification and Standards

The services must be performed in accordance with all applicable Acts, Codes, Departmental and/or federal government regulations, codes and policies such as, but not limited to, the following:

- TBS Standards on Web Accessibility, Interoperability and Usability;
- INAC's System Development Life Cycle (SDLC); and
- INAC's Application Development Framework (ADF3 and ADF4).

Due to the nature of the Work, the specifications and standards will be specified at the TA stage.

## 2.6 Method and Source of Acceptance

All deliverables and services rendered under this contract 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.

## 2.7 Reporting Requirements

The Contractor will be required to provide monthly progress reports to the Technical Authority for each of their resources. The reports must include a debrief summarizing the deliverables completed during that period, progress on new work to be taken on during the following period and progress with respect to the plan or goal for each TA issued. The reports will also include the list of tasks and amount of effort spent on each of the tasks. The contractor is responsible for producing the report template and the monthly reports are due the first week of each month for the previous month reporting period.

## 2.8 Project Management Control Procedures

The Project Authority will monitor and control the work by scheduling weekly progress meetings with the consultants in order to ensure the contract will be brought in on time, on budget and of an acceptable quality. The Consultants are to provide progress reports as and when requested by the Project Authority and systems testing will be performed as required.

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### 3.0 ADDITIONAL INFORMATION

#### 3.1 Constraints:

The supplier is required to supply resources on and as requested basis, and must coordinate with the supplied resources to provide solutions and deliverables as per the issued TA.

#### 3.2 Language of Work

As a Department of the federal government, DIAND is required under the Official Languages Act to provide its services in either Official Language of Canada. The majority of work will be conducted in English, with some resources requiring proficiency in French and/or English.

The language(s) of work and deliverables will be specified in each TA.

#### 3.3 Location of Work

3.3.1 The work will be conducted from DIAND’s premises in the NCR, at the following office locations:

- 9 Montclair, Gatineau, Québec, J8Y 2E2
- 15 Eddy, Gatineau, Québec, K1A 0N9
- 25 Eddy, Gatineau, Québec, J8X 4B5
- 10 Wellington, Gatineau, Québec, K1A 0H4
- 234 Laurier, Ottawa, Ontario, K1N 5X8
- 340 Legget Drive, Ottawa, Ontario, K2K 1Y6

Working hours are between 7:00 a.m. and 6:00p.m. (Eastern Standard Time), Monday through Friday.

Transportation to each site within the NCR is the Contractor’s responsibility.

#### 3.4 Travel and Living

There is no travel or living requirements associated with the work.

#### 3.5 Canada’s Obligations

Although the obligations will differ based on the issued Task Authorization, DIAND shall:

- Provide access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.;
- Provide access to facilities and equipment (i.e. a workstation with a computer and associated equipment, etc.) as required;
- Provide access to a staff member who will be available to coordinate activities;
- Ensure the availability of staff with whom the contractor may need to consult;
- Schedule teleconferences and meetings, as required; and
- Provide other assistance or support, as required.

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Specific obligations will be identified at the TA stage based on the work being requested.

### 3.6 Contractor’s Obligations

Although the obligations will differ based on the issued Task Authorization, the Contractor shall:

- Meet all tasks, deliverables and milestones
- Keep all documents and proprietary information confidential;
- Return all materials belonging to DIAND upon completion of the Contract;
- Submit all written reports in hard copy and electronic Microsoft Office Word;
- Participate in teleconferences, as required;
- Maintain security clearance with no conflict for the duration of the contract;
- Attend meeting at DIAND sites, as required; and
- Conduct and maintain all documentation in a secure area.

Specific obligations will be identified at the TA stage based on the work being requested.

## 4.0 APPLICABLE DOCUMENTS AND GLOSSARY

This section provides a glossary of acronyms and definitions of frequently used words contained in the Statement of Work (SOW).

<b>Acronym</b>	<b>Definition</b>
<b>ADDDA</b>	Application Development, Data and Database Administration directorate
<b>CIO</b>	Chief Information Officer
<b>CIRNAC</b>	Crown-Indigenous Relations and Northern Affairs Canada
<b>DIAND</b>	Department of Indian Affairs and Northern Development Canada
<b>IMB</b>	the Information Management Branch
<b>ISC</b>	Indigenous Services Canada
<b>IT</b>	Information Technology
<b>PA</b>	Project Authority
<b>TA</b>	Task Authorization
<b>TBIPS</b>	Task Based Informatics Professional Services
<b>SOW</b>	Statement of Work

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## **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 in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". 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 2 working days turnaround time to accept or decline the draft TA. Once the draft AT is accepted, the Contractor will have an additional three working days 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

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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 not 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. 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 of the point rated criteria. 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.

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**APPENDIX B TO ANNEX A  
TASK AUTHORIZATION FORM**

TASK AUTHORIZATION FORM			
Contractor:		Contract Number:	
Commitment Number:		Client reference number (if required) :	
Task Number (Amendment):		Financial Coding:	
Issue Date:		Response required by:	
1. STATEMENT OF WORK (WORK ACTIVITIES, CERTIFICATIONS AND DELIVERABLES)			
<p><b><u>BACKGROUND</u></b></p> <p><b><u>TASKS</u></b></p> <p><b><u>DELIVERABLES</u></b></p> <p><b><u>AUTHORITIES AND REPRESENTATIVES:</u></b></p> <p>INAC Procurement Representative:</p> <p>The INAC Procurement Representative (or delegated representative) is responsible for the management of this TA. Any changes to the TA must be authorized in writing by the INAC Procurement Representative and the Contracting Authority when applicable. The Contractor is not to perform work in excess of or outside the scope of this TA based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.</p> <p>The Project Authority:</p> <p>The Project Authority (or delegated representative) is responsible for all matters concerning the technical content of the Work under this TA. Any proposed changes to the scope of the Work are to be discussed with the Project Authority, but any resulting change is only effective and enforceable if a written TA amendment is issued by the INAC Procurement Representative or the PWGSC Contracting Authority.</p> <p><b><u>PLEASE SEND INVOICES TO:</u></b></p> <p>Email:</p> <p>CC:</p> <p>CC:</p>			
2. PERIOD OF SERVICES		FROM (DATE):	TO (DATE):
3. Work Location:			
4. Invoice sent to:			
5. Language Requirements:			
6. Other Conditions / Constraints:			
7. Level of Security Clearance Required for the Contractor Personnel:			

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**TASK AUTHORIZATION FORM**

**8. Contractor's Response:**

Category and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total cost
<b>Estimated Cost (A):</b>				
<b>Applicable Taxes (B):</b>				
<b>Maximum TA Price (C= A + B):</b>				

Please note that consultants **must** not exceed the maximum number of days allocated in the TA.

**9. Contractor's Signature**

Name, Title and Signature of Individual Authorized to Sign on Behalf of <b>Contractor</b> (type or print)	Signature: _____ Date: _____
---	---------------------------------

**10. Approval – Signing Authority**

**Signatures (Client)**

Name, Title and Signature of the <b>Procurement Representative</b> to Sign on Behalf of Indigenous and Northern Affairs Canada.	Signature: _____ Date: _____
Name, Title and Signature of <b>Project Authority</b> to Sign on Behalf of Indigenous and Northern Affairs Canada.	Signature: _____ Date: _____

**Signatures (PWGSC)**

Name, Title and Signature of <b>*Contracting Authority</b> to Sign on Behalf of Public Works and Government Services Canada (type or print)	Signature: _____ Date: _____
---	---------------------------------

\*Signature required for projects valued at \$150,000.00 or more, Applicable Taxes included.

You are requested 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 services listed herein and in any attached sheets at the price set out there of.

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**APPENDIX C TO ANNEX A**  
**RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE**

**Note to Bidders:** Attachments 4.1 – Mandatory Technical Criteria and 4.2 – Point-Rated Criteria will be inserted and will form part of the resulting contract.

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, 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.

1.0 Mandatory Resource Assessment Criteria:

CRITERIA	STREAM 1 – APPLICATION SERVICES A.8 SYSTEM ANALYST – L3  RESOURCE MANDATORY CRITERIA	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
<b>MT1</b>	<p>The Bidder must demonstrate that the proposed resource has more than 10 years of experience as an A.8 System Analyst. In addition, the Bidder must include within its bid, the proposed resource's résumé demonstrating the resource's experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.9 (A.8 System Analyst – Level 3) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</i></li> <li>d) <i>The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></li> </ul>	<p>Provide examples of projects for which the proposed resource has professional work experience as a Systems Analyst – L3.</p>
<b>MT2</b>	<p>The Bidder must demonstrate that the proposed resource has ten years informatics professional work</p>	<p>Provide examples of projects for which the proposed resources</p>

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	<p>experience as a Systems Analyst using an iterative methodology on IT Software Solutions or web application development projects.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ol style="list-style-type: none"> <li><i>The name of the client organization (to whom the services were provided);</i></li> <li><i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li><i>A project description, the documentation produced and the deliverables provided;</i></li> <li><i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></li> <li><i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ol>	<p>have demonstrate professional experience as requested.</p>
<b>MT3</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Systems Analyst developing system requirements, design specifications and models on two distinct projects.</p> <p>Each project cited must have a minimum duration of two years.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ol style="list-style-type: none"> <li><i>The name of the client organization (to whom the services were provided);</i></li> <li><i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li><i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></li> <li><i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ol>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>
<b>MT4</b>	<p>The Bidder must demonstrate that the proposed resource has ten years informatics professional work</p>	<p>Provide examples of projects for which the proposed resources</p>

<b>Solicitation No. – N° de l'invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>experience as a Systems Analyst using RDBMS database software.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization (to whom the services were provided);</i></li> <li>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></li> <li>d) <i>The name, title, telephone number and e-mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ul>	<p>have demonstrate professional experience as requested.</p>
<b>MT5</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Systems Analyst analyzing and recommending alternatives and options for systems solutions for three distinct project.</p> <p>Each project cited must include:</p> <ul style="list-style-type: none"> <li>1- alternative solutions provided;</li> <li>2- Outcome of the projects.</li> </ul> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization (to whom the services were provided);</i></li> <li>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></li> <li>d) <i>The name, title, telephone number and e-mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ul>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>
<b>MT6</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the</p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

<b>Solicitation No. – N° de l’invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l’acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves “new technologies” as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> </ol> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <ol style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></li> <li>d) <i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></li> </ol>	
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CRITERIA	STREAM 1 – APPLICATION SERVICES A.8 SYSTEM ANALYST – L2  RESOURCE MANDATORY CRITERIA	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
<b>MT7</b>	<p>The Bidder must demonstrate that the proposed resource has more than five years of experience as an A.8 System Analyst. In addition, the Bidder must include within its bid, the proposed resource’s résumé demonstrating the resource’s experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.8 (A.8 System Analyst – Level 2) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p>	<p>Provide examples of projects for which the proposed resource has professional work experience as a Systems Analyst – L2.</p>

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<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>a) <i>The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></p> <p>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p> <p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</i></p> <p>d) <i>The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></p>	
<b>MT8</b>	<p>The Bidder must demonstrate that the proposed resource has five years informatics professional work experience as a Systems Analyst using an iterative methodology on IT Software Solutions or web application development projects.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>A project description, the documentation produced and the deliverables provided;</i></p> <p>d) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></p> <p>e) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT9</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Systems Analyst developing system requirements, design specifications and models on two distinct projects.</p> <p>*Each project cited must have a minimum duration of one year.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

<b>Solicitation No. – N° de l'invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	
<b>MT10</b>	<p>The Bidder must demonstrate that the proposed resource has five years informatics professional work experience as a Systems Analyst using RDBMS database software.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT11</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Systems Analyst analyzing and recommending alternatives and options for systems solutions for two distinct project.</p> <p>Each project cited must include:</p> <ol style="list-style-type: none"> <li>1- alternative solutions provided;</li> <li>2- Outcome of the projects.</li> </ol> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

<b>Solicitation No. – N° de l’invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l’acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	
<b>MT12</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves “new technologies” as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <p>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></p> <p>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p> <p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></p> <p>d) <i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

<b>CRITERIA</b>	<b>STREAM 1 – APPLICATION SERVICES</b>	<b>BIDDER’S RESPONSE (REFERENCE TO</b>
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<b>Solicitation No. – N° de l'invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b> 622ZM. A0416-183262/A	<b>Buyer ID – Id de l'acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<b>A.8 SYSTEM ANALYST – L1 RESOURCE MANDATORY CRITERIA</b>	<b>SUBSTANTIATING MATERIALS INCLUDED IN THE BID)</b>
<b>MT13</b>	<p>The Bidder must demonstrate that the proposed resource has more than one year of experience as an A.8 System Analyst. In addition, the Bidder must include within its bid, the proposed resource's résumé demonstrating the resource's experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.7 (A.8 System Analyst – Level 1) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</i></li> <li>d) <i>The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></li> </ul>	<p>Provide examples of projects for which the proposed resource has professional work experience as a Systems Analyst – L1.</p>
<b>MT14</b>	<p>The Bidder must demonstrate that the proposed resource has one year informatics professional work experience as a Systems Analyst using an iterative methodology on IT Software Solutions or web application development projects.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization (to whom the services were provided);</i></li> <li>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li>c) <i>A project description, the documentation produced and the deliverables provided;</i></li> <li>d) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></li> <li>e) <i>The name, title, telephone number and e-mail address of the Project Authority (Note that the Project Authority must be a representative of the</i></li> </ul>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

<b>Solicitation No. – N° de l'invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b> 622ZM. A0416-183262/A	<b>Buyer ID – Id de l'acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<i>organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i>	
<b>MT15</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Systems Analyst for one distinct projects using Object-Oriented Design.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization (to whom the services were provided);</i></li> <li>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></li> <li>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ul>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT16</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Systems Analyst developing system requirements, design specifications and UML models on one distinct projects.</p> <p>*Each project cited must have a minimum duration of one year.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization (to whom the services were provided);</i></li> <li>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i></li> <li>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ul>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

<b>Solicitation No. – N° de l’invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l’acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

<b>MT17</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves “new technologies” as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> </ol> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <ol style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></li> <li>d) <i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></li> </ol>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
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<b>CRITERIA</b>	<b>STREAM 1 – APPLICATION SERVICES A.11 TESTER LEVEL 3 RESOURCE MANDATORY CRITERIA</b>	<b>BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)</b>
<b>MT18</b>	The Bidder must demonstrate that the proposed resource has more than 10 years of experience as an A.11 Tester. In addition, the Bidder must include within its bid, the proposed resource’s résumé demonstrating the resource’s experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.6 (A.11 Tester – Level 3) of the Annex A - Statement of Work (SOW) of this bid solicitation.	Provide examples of projects for which the proposed resource has professional work experience as a Tester – L3.

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<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</li> <li>b) A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</li> <li>c) A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</li> <li>d) The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</li> </ul>	
<b>MT19</b>	<p>The Bidder must demonstrate that the proposed resource has ten years informatics professional work experience as a Tester in web application development projects.</p> <p>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization (to whom the services were provided);</li> <li>b) A brief description of the type and scope of services that meets the identified criteria provided by the resource;</li> <li>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</li> <li>d) The name, title, telephone number and e-mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</li> </ul>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT20</b>	<p>The Bidder must demonstrate that the proposed resource informatics professional work experience as a Tester performing tests on three distinct web systems designed for a minimum of 100 or more concurrent users.</p> <p>Each project cited must be for a minimum duration of 2 year.</p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

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	<p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ol style="list-style-type: none"> <li><i>The name of the client organization (to whom the services were provided);</i></li> <li><i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li><i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></li> <li><i>The name, title, telephone number and e-mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ol>	
<b>MT21</b>	<p>The Bidder must demonstrate that the proposed resource has ten years professional work experience as a Tester creating test plans, developing test cases and test scripts from specifications.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <ol style="list-style-type: none"> <li><i>The name of the client organization (to whom the services were provided);</i></li> <li><i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li><i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></li> <li><i>The name, title, telephone number and e-mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ol>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT22</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of ten years informatics professional experience as a Tester using any defect tracking software.</p> <p>Each project cited must include the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Capturing defects;</li> <li>▪ Reporting test results; and</li> <li>▪ Monitoring and assigning ticket.</li> </ul>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

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	<p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource’s résumé:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization (to whom the services were provided);</i></li> <li>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></li> <li>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></li> </ul>	
<b>MT23</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves “new technologies” as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <ul style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> </ul> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <ul style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></li> </ul>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

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	<i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i>	
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<b>CRITERIA</b>	<b>STREAM 1 – APPLICATION SERVICES A.11 TESTER LEVEL 2  RESOURCE MANDATORY CRITERIA</b>	<b>BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)</b>
<b>MT24</b>	<p>The Bidder must demonstrate that the proposed resource has more than five years of experience as an A.11 Tester. In addition, the Bidder must include within its bid, the proposed resource’s résumé demonstrating the resource’s experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.5 (A.11 Tester – Level 2) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p> <ul style="list-style-type: none"> <li><i>a) The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li><i>b) A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li><i>c) A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid</i></li> <li><i>d) The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></li> </ul>	Provide examples of projects for which the proposed resource has professional work experience as a Tester – L2.
<b>MT25</b>	<p>The Bidder must demonstrate that the proposed resource has sixty months informatics professional work experience as a Tester in web application development projects.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource’s résumé:</i></p> <ul style="list-style-type: none"> <li><i>a) The name of the client organization (to whom the services were provided);</i></li> <li><i>b) A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></li> <li><i>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></li> </ul>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

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	d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i>	
<b>MT26</b>	<p>The Bidder must demonstrate that the proposed resource informatics professional work experience as a Tester performing tests on two distinct web systems designed for a minimum of 100 or more concurrent users.</p> <p>*Each project cited must be for a minimum duration of 1 year.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT27</b>	<p>The Bidder must demonstrate that the proposed resource has sixty months professional work experience as a Tester developing test cases and test scripts from specifications.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT28</b>	<p>The Bidder must demonstrate that the proposed resource has one year informatics professional work experience as a Tester developing or performing test automation.</p>	Provide examples of projects for which the proposed resources have demonstrate

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	<p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	professional experience as requested.
<b>MT29</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of sixty months informatics professional experience as a Tester using any defect tracking software.</p> <p>Each project cited must include the following tasks:</p> <ul style="list-style-type: none"> <li>▪ Capturing defects; and</li> <li>▪ Reporting test results.</li> </ul> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT30</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves "new technologies" as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <p>1. _____</p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

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<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <p>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></p> <p>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p> <p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></p> <p>d) <i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></p>	
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CRITERIA	STREAM 1 – APPLICATION SERVICES A.11 TESTER LEVEL 1  RESOURCE MANDATORY CRITERIA	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
<b>MT31</b>	<p>The Bidder must demonstrate that the proposed resource has more than one year of experience as an A.11 Tester. In addition, the Bidder must include within its bid, the proposed resource’s résumé demonstrating the resource’s experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.4 (A.11 Tester – Level 1) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p> <p>a) <i>The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></p> <p>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p> <p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</i></p>	<p>Provide examples of projects for which the proposed resource has professional work experience as a Tester – L1.</p>

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	<p>d) <i>The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></p>	
<b>MT32</b>	<p>The Bidder must demonstrate that the proposed resource has twelve months informatics professional work experience as a Tester in web application development projects.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource’s résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i>  b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i>  c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i>  d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>
<b>MT33</b>	<p>The Bidder must demonstrate that the proposed resource has twelve months professional work experience as a Tester executing test cases and test scripts.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource’s résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i>  b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i>  c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and</i>  d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	
<b>MT34</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves “new technologies” as indicated on the TA, then a minimum duration of four months is acceptable.</p>	

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	<p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> </ol> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <ol style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></li> <li>d) <i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></li> </ol>	
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CRITERIA	STREAM 1 – APPLICATION SERVICES A.14 WEB DEVELOPER – L3  RESOURCE MANDATORY CRITERIA	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
<b>MT35</b>	<p>The Bidder must demonstrate that the proposed resource has more than 10 years of experience as an A.14 Web Developer. In addition, the Bidder must include within its bid, the proposed resource’s résumé demonstrating the resource’s experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.3 (A.14 Web Developer – Level 3) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p> <ol style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> </ol>	<p>Provide examples of projects for which the proposed resource has professional work experience as a Web Developer – L3.</p>

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<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</i></p> <p>d) <i>The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></p>	
<b>MT36</b>	<p>The Bidder must demonstrate that the proposed resource has ten years informatics professional work experience as a Web Developer developing web applications using Microsoft .NET Framework (version 3.5 and up) and/or Java (version SE 6 and up).</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.
<b>MT37</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Web Developer building web applications from models and specifications for three IT Software Solutions Project or web application development projects.</p> <p>*Each project cited must have a minimum duration of two years.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.

<b>Solicitation No. – N° de l'invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 622ZM
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<b>MT38</b>	<p>The Bidder must demonstrate that the proposed resource has ten years informatics professional work experience as a Web Developer developing software in a team environment using all of the following:</p> <ul style="list-style-type: none"> <li>▪ Source code management system;</li> <li>▪ automated builds and tests; and</li> <li>▪ Defect tracking software.</li> </ul> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>
<b>MT39</b>	<p>The Bidder must demonstrate that the proposed resource has ten years informatics professional work experience as a Web Developer developing multi-tier applications using a RDBMS for data storage.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>
<b>MT40</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

<b>Solicitation No. – N° de l’invitation</b> A0416-183262/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l’acheteur</b> 622ZM
<b>Client Ref. No. – N° de réf. De client</b> A0416-183262/A	<b>File No. – N° du dossier</b> 622ZM. A0416-183262/A	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

	<p>If the project involves “new technologies” as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> </ol> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <ol style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></li> <li>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></li> <li>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></li> <li>d) <i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></li> </ol>	
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CRITERIA	STREAM 1 – APPLICATION SERVICES A.14 WEB DEVELOPER – L2  RESOURCE MANDATORY CRITERIA	BIDDER’S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
<b>MT41</b>	<p>The Bidder must demonstrate that the proposed resource has more than five years of experience as an A.14 Web Developer. In addition, the Bidder must include within its bid, the proposed resource’s résumé demonstrating the resource’s experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.2 (A.14 Web Developer – Level 2) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p> <ol style="list-style-type: none"> <li>a) <i>The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></li> </ol>	<p>Provide examples of projects for which the proposed resource has professional work experience as a Web Developer – L2.</p>

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	<p>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p> <p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</i></p> <p>d) <i>The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></p>	
<b>MT42</b>	<p>The Bidder must demonstrate that the proposed resource has informatics professional work experience as a Web Developer building web applications from models and specifications for two IT Software Solutions Project or web application development projects.</p> <p>*Each project cited must have a minimum duration of one year.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>
<b>MT43</b>	<p>The Bidder must demonstrate that the proposed resource has five years informatics professional work experience as a Web Developer developing software in a team environment using all of the following:</p> <ul style="list-style-type: none"> <li>▪ Source code management system;</li> <li>▪ automated builds and tests; and</li> <li>▪ Defect tracking software.</li> </ul> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

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	<p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	
<b>MT44</b>	<p>The Bidder must demonstrate that the proposed resource has 5 years informatics professional work experience as a Web Developer years developing multi-tier applications using a RDBMS for data storage.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>
<b>MT45</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves "new technologies" as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> </ol> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <p>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></p> <p>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

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	<p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></p> <p>d) <i>The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></p>	
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CRITERIA	STREAM 1 – APPLICATION SERVICES A.14 WEB DEVELOPER – L1  RESOURCE MANDATORY CRITERIA	BIDDER'S RESPONSE (REFERENCE TO SUBSTANTIATING MATERIALS INCLUDED IN THE BID)
<b>MT46</b>	<p>The Bidder must demonstrate that the proposed resource has more than one year of experience as an A.14 Web Developer. In addition, the Bidder must include within its bid, the proposed resource's résumé demonstrating the resource's experience in providing professional IM/IT services while performing tasks in line with those identified under section 2.2.1 (A.14 Web Developer – Level 1) of the Annex A - Statement of Work (SOW) of this bid solicitation.</p> <p><i>To allow Canada to assess this experience, for each stated experience, the Bidder <b>must</b> include the following information:</i></p> <p>a) <i>The name of the client organization for whom the services were provided, along with a minimum of two contact references for projects conducted within the past 5 years up to the bid solicitation posting date (name, phone number and valid email address) that can confirm the stated experience;</i></p> <p>b) <i>A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p> <p>c) <i>A description of the services and deliverables provided by the resource and how they relate to the SOW of this bid solicitation; and</i></p> <p>d) <i>The duration, including start and finish dates (dates must be identified by month and year – for example March 2010 – February 2012).</i></p>	<p>Provide examples of projects for which the proposed resource has professional work experience as a Web Developer – L1.</p>
<b>MT47</b>	<p>The Bidder must demonstrate that the proposed resource has twelve months informatics professional work experience as a Web Developer coding and unit testing web applications using Microsoft .NET Framework (version 3.5 and up) or Java (version SE 6 and up).</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource's résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p>	<p>Provide examples of projects for which the proposed resources have demonstrate professional experience as requested.</p>

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	<p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	
<b>MT48</b>	<p>The Bidder must demonstrate that the proposed resource has one year informatics professional experience as a Web Developer developing SQL stored procedures.</p> <p><i>For the project cited, the following information <b>must</b> be identified on the proposed resource’s résumé:</i></p> <p>a) <i>The name of the client organization (to whom the services were provided);</i></p> <p>b) <i>A brief description of the type and scope of services that meets the identified criteria provided by the resource;</i></p> <p>c) <i>The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work);</i></p> <p>d) <i>The name, title, telephone number and e- mail address of the Project Authority (Note that the Project Authority must be a representative of the organization who is formally appointed by the organization to manage a project with specific accountability for achieving defined project objectives within allocated resources).</i></p>	
<b>MT49</b>	<p>The Contractor must demonstrate, using project descriptions, that the proposed resource has a minimum of twelve months professional work experience within the last five years in each of the technology, software, tool, or technique identified in the TA as essential.</p> <p>If the project involves “new technologies” as indicated on the TA, then a minimum duration of four months is acceptable.</p> <p>Resource Mandatory Essential Technology Requirements Identified in the TA:</p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> </ol> <p><i>To allow Canada to assess this experience, for each stated experience the resource <b>must</b> include in its résumé the following information:</i></p> <p>a) <i>The name of the client organization for whom the services were provided, along with contact references (name, phone number and valid email address) that can confirm the stated experience;</i></p>	

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	<p><i>b) A summary of the project objectives, needs and issues which necessitated the contribution of the resource;</i></p> <p><i>c) A description of the services and deliverables provided by the resource and how they relate to the SOW of this Contract;</i></p> <p><i>d) The duration, including start and finish dates (dates should be identified by month and year – for example March 2010 – February 2012).</i></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.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
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.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
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.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

4. CERTIFICATION OF LANGUAGE -

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

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

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## ANNEX C

### SECURITY REQUIREMENTS CHECK LIST



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

20183262

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	Aboriginal Affairs and Northern Development Canada	2. Branch or Directorate / Direction générale ou Direction CFRDO
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 TBIPS request for Proposals for IT professional services for the Education Information System		
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 / <input type="checkbox"/> Yes Non / 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 / <input type="checkbox"/> Yes Non / 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 / <input checked="" type="checkbox"/> Yes Non / 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 / <input type="checkbox"/> Yes Non / 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 / <input type="checkbox"/> Yes Non / 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 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

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Gouvernement du Canada

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

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

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET – SIGINT<br>TRÈS SECRET – SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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?  No  Yes  
Non  Oui

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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A0416-183262/A

File No. – N° du dossier  
622ZM. A0416-183262/A

CCC No./ N° CCC – FMS No/ N° VME



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

20183262

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	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI Lien électronique																

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

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

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

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

TBS/SCT 350-103(2004/12)

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