



**RETURN BIDS TO:**

[IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca](mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca)

**ATTN: Matthew Johnson**

**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

**IMPORTANT NOTICE TO SUPPLIERS**

The Government Electronic Tendering Service on [buyandsell.gc.ca/tenders](http://buyandsell.gc.ca/tenders) will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration Canada**

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

**Instructions : See Herein**

**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution  
Citizenship and Immigration Canada  
Procurement and Contracting Services  
70 Crémazie  
Gatineau, Québec K1A 1L1**

<b>Title – Sujet</b>	
<b>Secondary School Engagement</b>	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
<b>CIC - 152213</b>	<b>August 11, 2020</b>
<b>Solicitation Closes – L'invitation prend fin at – à</b>	<b>Time Zone Fuseau horaire</b>
<b>14:00PM</b>	<b>EST</b>
<b>on – August 21, 2020</b>	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine: <input type="checkbox"/></b>	<b>Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/></b>
<b>Address Inquiries to: - Adresser toutes questions à :</b>	
<a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a>	
<b>Telephone No. – N° de téléphone :</b>	
<b>647-992-7880</b>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>	
See Herein	
<b>Delivery required - Livraison exigée</b>	
See Herein	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b>	
<b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

**The bid solicitation is divided into seven parts plus attachments as follows:**

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

### **1.2 Summary**

#### **1.2.1**

Immigration Refugees and Citizenship Canada, through the International Experience Canada (IEC) program requires a vendor with the ability to promote IEC's international experience program via an online platform, to secondary school students. The IEC program is focused on informing secondary school students about the opportunities they have to improve their cultural and civic awareness and the value and benefits of international experiences. The online platform must be innovative, engaging and interactive while maintaining the ability to display information in both English and French.

#### **1.2.2 Single Contract**

Canada is seeking to establish a contract for an online platform solution as defined in Appendix "D", Statement of Work, for (2) two years including all options.



### 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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

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

### 1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [CIC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

**Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.**

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **3** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or



territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.5 Basis for Canada's Ownership of Intellectual Property

Citizenship and Immigration Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

## 2.6 Former Public Servant

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

### Definitions

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

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

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

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



[Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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





## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I:      Technical Bid – 1 Electronic Copy Via Email

Section II:     Financial Bid – 1 Electronic Copy Via Email

Section III:    Certifications – 1 Electronic Copy Via Email

**Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.**

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

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

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “I”, Vendor Information and Authorization and include it with their bid:



1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Proposed rates or firm prices must be in Canadian dollars.

The Bidder's firm pricing in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, web hosting services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

### **3.2 SACC Manual Clauses**

#### **C3011T (2010-01-11) - Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

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

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal (Page #)
M1	<p>The bidder must have successfully completed at minimum two (2) projects which resulted in the provision of information through interactive means in the past (5) five years via an online platform.</p> <p>To demonstrate experience, the bidder must submit a description of two (2) projects that they have completed within the last five (5) years.</p> <p>The relevant projects must include a description that will support the following criteria:</p> <ol style="list-style-type: none"> <li>1. Project purpose was to provide educational information to secondary school students.</li> <li>2. One of the main target groups for the project(s) were Canadian youth in secondary school.</li> </ol>			



Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal (Page #)
M2	The bidder must have an existing online platform, available in English and French, where questions can be posted for the duration of the contract.			
	To meet this criteria a current online website platform link must be submitted, displaying interactive question sections.			

#### 4.1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Item	Description	Scoring Methodology	Maximum points
R1	The bidder should demonstrate the ability to reach a target of at least 100,000 engagements during the life of the contract.  Displayed via website analytics collected within the last 2 years.	Number of engagements:  0 points = < 100,000 1 points = 100,000 2 points = 100,001 to 150,000 3 points = 150,001 to 250,000 4 points = 250,001 to 350,000 5 points = >350,000	5
R2	The bidder should demonstrate the ability to produce and host up to 70 questions on their interactive platform.	Number of questions:  0 points = 0 questions 1 points = up to 20 questions 2 points = from 21 to 40 questions 3 points = from 41 to 60 questions 4 points = from 61 to 70 questions 5 points = >70 questions	5
R3	The bidder should have established relationships with secondary schools across Canadian provinces and territories to ensure IEC obtains the targeted exposure and engagement levels among secondary students.	Secondary school reach in Canadian provinces/territories (PTs):  0 points = 0 PTs 1 points = 1 to 3 PTs 2 points = 4 to 6 PTs 3 points = 7 to 12 PTs 4 points = All 13 PTs	4



Item	Description	Scoring Methodology	Maximum points
<b>R4</b>	<p>The bidder should demonstrate the ability to provide information on IEC and IRCC through a platform that is interactive for the user. The user should be able to conduct functions as a way to learn about IEC and IRCC. This could include (but not limited to) having users: answer questions, research information, and/or incentivize users to learn about IEC and IRCC.</p>	<p>The description of interactivity can obtain a maximum of 15 points with the following considerations: (2 points per bullet covered and an additional 2 points per proposed additional interactive idea)</p> <ul style="list-style-type: none"> <li>- Students are asked to answer questions that require some research</li> <li>- Students are able to research IEC and IRCC websites to learn about the program without having to leave the proposed platform</li> <li>- Interactivity is at a suitable level for the target audience</li> <li>- User interface is inviting to youth</li> </ul>	<b>15</b>
<b>R5</b>	<p>The bidder should have the infrastructure required to issue reports to IEC on a minimum of a quarterly basis (4 months). Reports should include:</p> <ul style="list-style-type: none"> <li>- Number of questions answered</li> <li>- Number of web pages visited</li> <li>- Percentage of questions answered correctly</li> <li>- School reach broken down by provinces/territories</li> <li>- Number of unique students reached</li> </ul> <p>The bidder should describe the infrastructure they will use to issue the reports as noted above, also indicating where additional reports could be produced.</p>	<p>The description of infrastructure can obtain a maximum of 10 points.</p> <p>5 points for description of the process for creating and distributing the identified reports. An additional point per new report analytic identified.</p>	<b>10</b>

#### 4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.



For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide a firm all-inclusive price for the online web hosted platform along with the associated creation of interactive questions and answers as per Annex “D” Statement of Work.

The “TOTAL EVALUATED PRICE” in Annex “E”, Basis of Payment, excluding taxes, will be used to determine the financial evaluation score.

### 4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule 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.

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and

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

4.2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30% for the price.

4.2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%

4.2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%

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

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

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

### Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)

	Bidder 1	Bidder 2	Bidder 3
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<b>Overall Technical Score</b>		<b>115/135</b>	<b>89/135</b>	<b>92/135</b>
<b>Bid Evaluated Price</b>		<b>\$55,000.00</b>	<b>\$50,000.00</b>	<b>\$45,000.00</b>
<b>Calculations</b>	<b>Technical Merit Score</b>	<b><math>115/135 \times 70 = 59.62</math></b>	<b><math>89/135 \times 70 = 46.15</math></b>	<b><math>92/135 \times 70 = 47.70</math></b>
	<b>Pricing Score</b>	<b><math>45/55 \times 30 = 24.55</math></b>	<b><math>45/50 \times 30 = 24.55</math></b>	<b><math>45/45 \times 30 = 30.00</math></b>
<b>Combined rating</b>		<b>84.17</b>	<b>70.7</b>	<b>77.7</b>
<b>Overall rating</b>		<b>1<sup>st</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>



## **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 during the bid evaluation period or during the contract period.

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Integrity Provisions – List of Names**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

#### **5.2.3 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 webpage.

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.



## **PART 6 - RESULTING CONTRACT CLAUSES**

### **APPENDIX “A”, GENERAL TERMS AND CONDITIONS**

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

#### **A1. Standard Acquisition Clauses and Conditions Manual**

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

**A1.1** An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

**A1.2** An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the [CIC Website](#).

#### **A2. Terms and Conditions of the Contract**

**A2.1** The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### **A3. Standard Instructions and Conditions**

**A3.1** The conditions set out in the [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

#### **A4. General Conditions**

**A4.1** General Conditions [CIC-GC-001 \(2019-02-15\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Vendor Information and Authorization Form;
- h) the Contractor's proposal dated \_\_\_\_\_(TBD)

### B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
<a href="#">CIC-SC-002 (2015-02-16)</a>	<a href="#">(2015-02-16)</a>	<a href="#">Crown Owns Intellectual Property (IP) Rights in Foreground Information</a>
<a href="#">CIC-SC-003 (2015-02-16)</a>	<a href="#">(2015-02-16)</a>	<a href="#">Crown Owns Intellectual Property (IP) Rights in Foreground Information – Copyright</a>



**B3. SACC Manual Clauses**

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>A9117C</i>	<i>2007-11-30</i>	<i>T1204 - Direct Request by Customer Department</i>
<i>A9116C</i>	<i>2007-11-30</i>	<i>T1204 Information Reporting by Contractor</i>
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>
<i>J1001C</i>	<i>2012-07-16</i>	<i>Partial Termination for Default</i>

**B4. Security Requirement**

There is no security requirement associated with the requirement.

**B5. Period of Contract**

The period of the Contract is from date of contract award to July 31, 2022

**B6. Termination on Thirty (30) Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

**B7. Certifications / Compliance and Additional Information**

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

**B8. Insurance Requirements**

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

**B9. Statement of Work**

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



## **B10. Authorities**

### **B10.1 Contracting Authority**

The Contracting Authority for the Contract is:

**<The Contracting Authority for the Contract is to be identified at Contract award>**

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.

### **B10.2 Project Authority**

The Project Authority for the Contract is:

**<The Project Authority for the Contract is to be identified at Contract award>**

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

### **B10.3 Technical Authority**

**<The Technical Authority for the Contract is to be identified at Contract award>**

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

## **B11. Proactive Disclosure of Contract with Former Public Servants *(If applicable)***

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

## **B12. Pre-contractual Work – Authorized *(If applicable)***

The Parties acknowledge that, as of \_\_\_\_\_, the Contractor, with the consent of Citizenship and Immigration Canada and without a written contract, has started the Work required pursuant to the Contract (Pre-contractual Work) and has incurred costs in the performance of such Work.



Costs incurred by the Contractor in the performance of the Pre-contractual Work, that would have been treated as costs reasonably and properly incurred if they had been incurred after the effective date of the Contract, will be paid to the Contractor in accordance with the Basis of Payment of the Contract subject to acceptance of the Pre-contractual Work by Canada. The Contractor agrees that upon such payment by Canada to the Contractor, Canada will be released and forever discharged from all manner of actions, claims, suits or demands in relation to the Pre-contractual Work.

The Parties confirm that copyright in the Pre-contractual Work belongs to Canada and that ownership of all intellectual property rights in all information of a scientific, technical or artistic nature relating to the Work, in any form or medium, conceived, developed or produced by the Contractor in the performance of the Pre-contractual Work belongs to Canada.



## APPENDIX “C”, TERMS OF PAYMENT

### C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price *as specified in Annex “E” Basis of Payment for a cost of \$ \_\_\_\_\_ insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

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

### C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$ \_\_\_\_\_. Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and applicable taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### C3. Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.



#### **C4. Applicable Taxes**

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

#### **C5. Invoicing Instructions**

Each invoice must be supported by:

- a) A list of the work that was completed
- b) A copy of the monthly progress report.

Invoices must be distributed as follows:

- c) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **C6. Travel and Living Expenses**

"Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the [National Capital Act](#), R.S.C. 1985, c. N-4, S.2.;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above."





## APPENDIX “D”, STATEMENT OF WORK

### D1. Title

Providing Information on International Experience Canada to Secondary School Students

### D2. Objective

Immigration Refugees and Citizenship Canada, through the International Experience Canada (IEC) program is implementing a strategy to inform and educate secondary school students on opportunities for work and travel experiences abroad as part of IEC’s academic sector engagement strategy. This strategy includes increased awareness of different cultures other than their own, helping to instill an appreciation and understanding of Canadian culture and citizenship.

IEC is seeking a contractor that will allow IEC to reach students in secondary schools across Canada via an online platform, in an innovative, engaging, and preferably interactive way where students would seek out/research information about the Program through probing questions. The platform must be available in English and French, to provide information on the Program, its ties to improving cultural and civic awareness, and the value and benefits of international experiences at a time when youth are planning their next steps after secondary school.

The intent of this initiative is to provide an educational component to secondary school students in course content such as (but not limited to) career development or civics classes in secondary school classrooms across Canada. The objective of this initiative is to educate secondary school students about the options available for international experiences and encourage them early on, to consider going abroad to develop personal and professional skills and competencies, including an increased awareness and appreciation for cultures other than their own.

### D3. Background

Originating in 1951 as a cultural exchange with Germany, IEC supports Canada’s cultural and economic interests by facilitating bilateral, reciprocal agreements to allow work and travel exchange opportunities for young Canadians and foreign nationals aged 18-35.

The program provides youth with the opportunity to broaden their perspective of the world and their place in it through international work and travel experience. The program also helps build a competitive global workforce that contributes to Canada’s economic success, and supports increased cultural awareness and inclusivity. IEC fosters people-to-people ties and strengthens relationships between Canada and its partner countries.

In its efforts to raise awareness of the IEC to Canadians, a stakeholder engagement strategy, which includes targeting academic networks, has been implemented. As a result of this engagement, discussions with academic stakeholders have identified a specific information gap to secondary school Canadian youth: informing them of the benefits of work and travel abroad at an early age so that they can begin preparing and planning for international experiences. Related to this, youth may also benefit from learning about the rights, privileges and responsibilities of their own citizenship and its relationship to broader understanding of cultures different than their own.



As IEC is targeting a cultural shift where international experiences become more ingrained into the Canadian mindset, providing accurate information on options and opportunities at an earlier age will be key in encouraging Canadians to plan for work experiences abroad. At the same time, providing information to this age group could also lead to parents/guardians seeking out accurate and timely information about ways to take advantage of experiences abroad.

This initiative and the resulting knowledge are intended to support the commitments made in IEC's mandate to support the personal and professional development and employability of Canadian participants. The project will provide crucial information and metrics to guide future website development, program direction, policy decisions, and next steps in addressing knowledge and information gaps in this age sector for IEC.

#### **D4. Tasks**

The Contractor will support IEC in creating content and questions and answers, in each official language, that are designed to entice secondary school students to learn more about IEC, and working and travelling abroad more generally. To reach a wide range of students across the country, the content is to be hosted on the Contractor's website/online platform administered by the Contractor, and students using the platform will seek out information by researching pages on the IEC and IRCC websites. Metrics on usage will be tracked, and regular reports will be provided.

##### **4.1 Overall**

IEC is seeking a high level of involvement from the Contractor on this project, and his/her participation in each project task is required. The Contractor is responsible for working closely with IEC as the project evolves, and ensuring the provision of website metrics and reports reflecting usage of IEC-specific content. The Contractor must also ensure appropriate team resources are available for consultations and meetings. All material developed for this project by the Contractor, including questions, raw data and reports are the property of the Government of Canada.

##### **4.2 Project launch**

The Contractor must attend a meeting with the Project Authority to launch the project. This meeting can be held virtually. The objectives of this meeting will be to review the Contractor's proposal, work plan, and methodology, and to discuss the work to be undertaken and any potential constraints of the impact assessment.

##### **4.3 Development of questions/answers for use on an online platform**

The Contractor will work with the Project Authority to develop questions of up to a maximum of 70 in each official language, for use on the Contractor's website. The Contractor may review and analyze the existing IEC website and accompanying documentation to assist in question development. Questions developed under this contract will be translated by the Project Authority.



#### 4.4 Host IEC questions and content

Upon finalization of questions/answers, the Contractor will host IEC questions and advertising on their website/online platform. It is anticipated that questions will either randomly appear or be presented as part of a specific educational component to secondary school students who are registered with, and who are using the website/platform. Questions will be available for the duration of the contract, with an engagement exposure of approximately 100,000 user engagements. (70% user interactive engagement required)

To ensure IEC reaches as many secondary students as possible across provinces/territories, the Contractor must have and maintain established relationships with secondary schools across Canadian provinces/territories.

#### 4.5 Provide web usage reports

The Contractor will provide the Project Authority with regular reports that include, but are not limited to:

- Number of questions answered;
- Number of web pages visited;
- Percentage of questions answered correctly;
- School reach (overall and by province/territory); and
- Number of unique students reached.

### D5. Deliverables

#### Deliverable 1: Development of Questions

Based on a review of IEC content and existing website, the Contractor will work with IEC to produce questions to be used on the online platform. Adjustments to questions may be required as information is revised. Questions that are revised are not to be considered new questions. A question will be considered new when it generates a substantially different answer.

#### Deliverable 2: Host questions on online platform

The Contractor will host questions on their online platform. Questions will be made available to students in secondary schools across the country. Adjustments to web site links referenced in the questions may be required.

#### Deliverable 3: Post additional visual identity on Contactor's website/online platform

The Contractor will ensure that IEC's or IRCC's visual identity will be posted on the website/online platform whenever its questions are visible to students.

#### Deliverable 4: Submit regular reports on web usage statistics

The Contractor will submit regular reports on web usage for IEC content on a quarterly basis, at minimum.



**Associated Schedule**

<b>Deliverable</b>	<b>Associated Schedule</b>
Develop questions in conjunction with the Program	Completion by September 30 2020
Host questions	Questions are posted on website within one week of completion of questions in English and French, and are to remain posted throughout the 2020-2021 and 2021-2022 academic years.
Post IEC visual identity	IEC will provide IEC and/or IRCC visual identity to appear on pages at the same time as IEC questions appear.
Reports	Quarterly, at minimum. Specific statistics will include those outlined in 4.5 and any additional statistics as available and agreed upon by IEC and the Contractor.

**D6. Reporting**

As noted above, the Contractor will submit regular reports on web usage for IEC content on a quarterly basis, at minimum.

**D7. Limitations and Constraints**

The Department will not provide workspace for this project.

The Department will not reimburse the contractor for internet or long-distance charges. These costs are at the expense of the Contractor.

The following limitations and constraints are to be considered by the bidder for the proposed initiative:

- Capacity to host IEC questions in both an English and French online environment.
- Ability to leverage existing networks of secondary schools across all provinces/territories in Canada.
- Ability to meet reporting requirements in a timely manner to allow IEC to report internally on the progress of engagement.
- Ability to demonstrate previous experience successfully working on similar online initiatives focussed on engaging directly with secondary students on opportunities available to them post-graduation, using an interactive and user-friendly approach.



**D8. Official Languages**

The Contractor must provide the required services in either of the two official languages (English and French).

**D9. Travel**

No travel costs will be reimbursed by the Government of Canada under this contract. All travel costs will be at the expense of the Contractor; however, the need for travel is not anticipated.

**D10. Availability of Personnel**

The Contractor certifies that the Contractor, its employees, and subcontractors, will be available to commence performance of the work as of the contract award date, and will remain available to perform the work in accordance with contractual requirements.



## APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed \$50,000.00, including all options, travel expenses and all applicable taxes.

The Bidder must complete this pricing schedule and include it in its financial bid. Other than completing required section(s) in the pricing table below, the bidder must not make any other changes or alternations. By doing so will render the bidder's response non-compliant and will be eliminated from the competition.

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.

2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
  - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
  - b) any travel expenses for travel between the Contractor's place of business and the NCR; and
  - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The Contractor will be paid the following all-inclusive **rates** for the work completed in accordance with Appendix “D” Statement of Work. The rates must be all inclusive of any expenditures required to create, publish and host IEC's interactive questions and advertising. The contract will allow for 20% buffer to potentially be added in case of unforeseen instances. This must be approved by the Contracting Authority.



\*

<b>TABLE A – CONTRACT PERIOD From contract award – July 31, 2022</b>	
<b>Category</b>	<b>Firm Price</b>
All-inclusive package price for up to 70 online hosted interactive questions.*	To Be Provided by Bidder
Price per question created, from 71-100	To Be Provided by Bidder
<b>TOTAL EVALUATED PRICE = Table A</b>	To Be Provided by Bidder

\*The questions are to be displayed in an interactive format for prospective students to answer. Website links and International experience Canada website advertising is to be calculated in this price as well.



## APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM

### Vendor Name and Address

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### Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)  
 Privately owned corporation  
 Joint Venture or Corporate entity  
 Other (specify):

### GST or HST Registration Number and Business Number (Revenue Canada)\

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### Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

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

### Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.





Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada