

Solicitation No. - N° de l'invitation
20-173532
Client Ref. No. - N° de réf. du client
20-173532

Amd. No. - N° de la modif.
File No. - N° du dossier
20-173532

Buyer ID - Id de l'acheteur
Assane Ndiaye

**RETURN BID TO/ RETOURNER LES SOUMISSIONS
À :**

[receptionsoumission-
bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

**Department of Foreign Affairs, Trade and
Development (DFATD)
Ministère des Affaires étrangères, Commerce et
Développement (MAECD)**

**Request for Proposal
Demande de proposition**

Proposal to:

Department of Foreign Affairs, Trade and Development
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 here to, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefore.

Proposition à:

Ministère des Affaires Étrangères, Commerce et
Développement
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
appendices ci-jointes, les biens, services et
construction énumérés ici sur toute feuille ci-annexée,
au(x) prix indiqué(s).

Comments — Commentaires :

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Affaires étrangère, Commerce et Développement Canada
200 Promenade du Portage,
Gatineau, Québec, K1A 0G4

Title-Sujet: Indigenous-owned Exporters Studies and Surveys	
Supply Arrangement# N/A	
Sollicitation No. — N° de l'invitation 20-173532	Date: November 10, 2020
Sollicitation Closes — L'invitation prend fin	Time Zone —Fuseau horaire
At /à: 2 :00 PM	EDT(Eastern Daylight Time) / HAE (heure avancée de l'Est)
On / le December 21, 2020	
F.O.B. — F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other — Autre: <input type="checkbox"/>	
Address Enquiries to — Addresser les questions à: Assane Ndiaye assane.ndiaye@international.gc.ca	
Telephone No. – No de téléphone: (613) 791-7185	
Destination of Goods and or Services/ Destination – des biens et ou services : Department of Foreign Affairs, Trade and Development (DFATD) / Ministère des Affaires étrangères, Commerce et Développement (MAECD)	
Vendor/Firm Name and Address — Nom du Vendeur et adresse du fournisseur/de l'entrepreneur:	
Telephone No. – No de téléphone:	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Name, Title	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Financial 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, the Basis of Payment and the Security Requirements Checklist.

1.2 Summary

- 1.2.1 The Department of Foreign Affairs, Trade and Development (DFATD) requires the professional services of a qualified Contractor to design a survey of Indigenous-owned businesses with a focus on those participating in international trade and exporting. All information collected through the survey will be of a factual nature and no opinions will be collected.

The proposed work will consist of the following:

- Design a survey questionnaire of Indigenous-owned businesses with a focus on participation in international trade as well as the barriers that these firms face when conducting business abroad. This survey must include certain questions selected by DFATD.
- Conduct a national survey of Indigenous-owned businesses
- Undertake in-depth census-like surveys of a minimum of three reserves including attempt to identify all active businesses on those reserves
- Produce two joint studies, with the Office of the Chief Economist at DFATD, first updating the characteristics of Indigenous-owned exporters, and second on the barriers encountered when exporting by Indigenous-owned exporters
- Communication of results including a launch event

- 1.2.2 There is no security requirement associated with this bid solicitation.

- 1.2.3 This procurement is subject to the following Comprehensive Land Claims Agreement(s):

Québec

- James Bay and Northern Quebec Agreement
- Nunavik Inuit Land Claims Agreement

- Eeyou Marine Region Land Claims Agreement

Newfoundland and Labrador

- Labrador Inuit Land Claims Agreement

Northwest Territories

- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claims Agreement
- Sahtu Dene and Metis Comprehensive Land Claims Agreement
- Tlicho Land Claims Agreement

British Columbia

- Nisga'a Final Agreement
- Tsawwassen First Nation Final Agreement
- Maa-Nulth First Nations Final Agreement
- Tla'amin Nation Final Agreement

Yukon

- First Nation of Nacho Nyak Dun Final Agreement
- Champagne and Aishihik First Nations Final Agreement
- Teslin Tlingit Council Final Agreement
- Vuntut Gwitchin First Nation Final Agreement
- Selkirk First Nation Final Agreement
- Little Salmon/Carmacks First Nations Final Agreement
- Tr'ondëk Hwëch'in Final Agreement
- Ta'an Kwach'an Council Final Agreement
- Kluane First Nation Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Carcross/Tagish First Nations Final Agreement

- 1.2.4 Locations not subject to Comprehensive Land Claims Agreements will be set-aside under the Government of Canada's Procurement Strategy for Aboriginal Business (PSAB) if two or more bids have been received by Aboriginal businesses who are certified under the Procurement Strategy for Aboriginal Business (PSAB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory at <https://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>.

If your Aboriginal business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Aboriginal businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Aboriginal businesses and will not consider bids from any non-Aboriginal businesses that may have been submitted. If the bids from the Aboriginal businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Aboriginal businesses remain, the contracting authority will then consider bids from all of the non-Aboriginal businesses that have submitted bids.

For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to [Annex 9.4](#) of the Supply Manual.

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.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Department of Foreign Affairs and Trade Canada (DFATD) Bid Receiving Unit email address by the date, time and place indicated on page 1 of the Request for Proposal.

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

2.3 Former Public Servant

See Part 5 - Certifications

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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 (one (1) electronic copy)
Section II: Financial Bid (one (1) electronic copy)
Section III: Certifications (one (1) electronic copy)

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

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

- a. use a numbering system that corresponds to the bid solicitation;
- b. include a title page at the front of each section of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative.

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the Basis of selection detailed in Annex "B".
- B.** Bidders must submit their price and rates; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.7, Payment, of Part 7 of the bid solicitation.
- D.** Electronic Payment of Invoices - Bid

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

- Direct Deposit

Section III: Certifications

Bidders must submit the certifications 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 Point Rated Technical Criteria

Refer to Attachment 1 of Part 4.

4.1.2 Financial Evaluation

Bidders must submit their financial bid in Canadian dollars, in accordance with the Basis of payment at Annex "B". The price of the bid for financial evaluation purpose is **the proposed firm all-inclusive price**, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Substantiation of Rates Quoted by Bidders in Professional services Bids

In Canada's experience, bidders will from time to time quote rates in professional services bids for one or more categories of resources that, when they are selected as the contractor for the work, they refuse to honor during the period of the awarded contract, including any extension thereof, on the basis that the rates they quoted do not allow them to recover their own costs and/or make a profit.

When evaluating the financial bids submitted by bidders in response to this bid solicitation, Canada may, but will have no obligation to, require price support from bidders for any of the prices they quoted in their financial bids.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit 60% and Price 40%

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00**	\$50,000.00**	\$45,000.00*
Calculations	Technical Merit Score	$115/135^{***} \times 70 = 59.63$	$89/135^{***} \times 70 = 46.15$	$92/135^{***} \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

In the example above, Bidder 1 would be recommended for contract award.

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. A bidder must obtain a minimum pass mark of **65 points** in order to be considered responsive.

Requirements	Points allocation
<p>R1 - Project Plan Overall</p> <p>The Bidder should demonstrate overall competency by submitting as of bid closing date, a project plan that meets the project objectives and scope of services as laid out in the Statement of Work. The project plan should be broken down into phases that include clearly identified and realistic timelines and deliverables in line with the Statement of Work. The Bidder clearly specifies how they plan to follow best practices in research ethics involving Indigenous people.</p> <p><u>Definitions:</u></p> <p>Excellent: the project plan fully meets the project objectives, scope of services, and deliverables as laid out in the Statement of Work. The submission is clear, logical, realistic, and feasible. It demonstrates a good understanding of best practices in research ethics involving Indigenous people and clearly describes how it will follow principles described in Chapter 9 of the <i>Tri-Council's Policy Statement: Ethical Conduct for Research Involving Humans</i> (e.g. including plans for appropriate engagement with community leaders of the relevant reserves to seek consent prior to recruiting participants for the census-like survey, becoming informed about formal rules or oral customs that may apply to those communities, and plans to incorporate community representatives' views in the interpretation of data and to provide them opportunities to review research findings before completion of the reports.)</p> <p>Very good: the project plan fully meets the project objectives, scope of services, and deliverables as laid out in the Statement of Work. However, the submission contains some elements that may not be clear, logical, feasible or realistic. It demonstrates a good understanding of best practices in research ethics involving Indigenous people, and clearly describes how it will follow principles described in Chapter 9 of the <i>Tri-Council's Policy Statement: Ethical Conduct for Research Involving Humans</i>.</p> <p>Good: the project plan addresses most, but not all elements of the project objectives, scope of services or deliverables as laid out in the Statement of Work. The project plan may contain elements that are not feasible for or relevant to the project objectives. It demonstrates some understanding of best practices in research ethics involving Indigenous people but does not provide a clear plan for how it will follow principles described in Chapter 9 of the <i>Tri-Council's Policy Statement: Ethical Conduct for Research Involving Humans</i>.</p> <p>Unsatisfactory: the project plan demonstrates a limited understanding of the objectives of the project, proposed approach is not realistic or feasible for the project, significant aspects of the scope of services or deliverables are missing, or the plan contains elements that are not feasible for or relevant to the project objectives. It</p>	<p>Excellent = 20 points</p> <p>Very good = 15 points</p> <p>Good = 10 points</p> <p>Unsatisfactory = 0</p> <p>For a maximum of 20 points</p>

does not demonstrate understanding of best practices in research ethics involving Indigenous people.	
Demonstration:	/20
<p>R2 - Project Plan – Scale of Sampling and Approach</p> <p>The Bidder will be awarded points for the scale and quality of the survey plan that they are proposing. The Bidder should submit a project plan that includes the expected sample size of the national survey and the census-like on-reserve surveys, the number of reserves they plan to conduct census-like business-oriented surveys, and the number of questions to be asked (and estimated time to complete the survey) in both the national and census-like surveys.</p> <p><u>Definitions:</u></p> <p>Excellent: Sample size in the national survey is expected to be at least 4,000 and the bidder will conduct census-like surveys in at least 5 different reserves, with the number of businesses surveyed as representative as possible. The submission demonstrates an excellent understanding of sampling methods for business-oriented surveys. The number of questions will total at least 50-75 questions for the national survey with an additional 10-15 questions for the on-reserve survey, and draws questions from existing surveys to allow for comparisons with non-Indigenous businesses.</p> <p>Very good: Sample size in the national survey is expected to be at least 3,000 and the bidder will conduct census-like surveys in at least 4 different reserves, with the number of businesses surveyed as representative as possible. However, the approach to sampling may contain some elements that may not be clear, logical, feasible or realistic. The number of questions will total at least 50-75 questions for the national survey with an additional 10-15 questions for the on-reserve survey, and draws questions from existing surveys to allow for comparisons with non-Indigenous businesses.</p> <p>Good: Sample size in the national survey is expected to be at least 2,000 and the bidder will conduct census-like surveys in at least 3 different reserves, with the number of businesses surveyed as representative as possible. The project plan may contain elements that are not feasible or does not demonstrate an understanding of sampling methods for business-oriented surveys. The number of questions will total at least 50-75 questions for the national survey with an additional 10-15</p>	<p>Excellent = 20 points</p> <p>Very good = 15 points</p> <p>Good = 10 points</p> <p>Unsatisfactory = 0</p> <p>For a maximum of 20 points</p>

<p>questions for the on-reserve survey, and draws questions from existing surveys to allow for comparisons with non-Indigenous businesses.</p> <p>Unsatisfactory: Sampling does not meet the minimum criteria to be considered “good”.</p>	
<p>Demonstration:</p>	/20
<p>R3 - Survey Design Competency</p> <p>The Bidder should demonstrate a solid understanding of survey design and their experience in creating custom business-oriented surveys.</p> <p>To demonstrate the criterion, the Bidder should provide a list of projects that the Bidder has completed in the area of business-oriented surveys that combine quantitative and qualitative content during the last 10 years; the description should include a brief description of each project including topic, dates, survey population, how raw data were weighted, sample size and response rate.</p> <p><u>Definitions:</u></p> <p>Excellent: the project list demonstrates extensive experience in business-oriented survey design and creation through a combination of 5 or more years of experience, 3 or more surveys completed with more than 2,000 respondents, survey details demonstrating one or more different survey designs customized to the survey objectives, and multi-dimensional factor weighting employed (e.g. by firm size). The length and breadth (variety and complexity) of the experience presented in the submission demonstrates high expertise on the contractor’s behalf and a successful track record.</p> <p>Very good: the project list demonstrates very good experience in business-oriented survey design and creation through a combination of 5 or more years of experience, 3 or more surveys completed with more than 1,000 respondents, and survey details demonstrating one or more different survey designs customized to the survey objectives, and multi-dimensional factor weighting employed (e.g. by firm size). The length and breadth (variety and complexity) of the experience presented in the submission demonstrates proven competence on the contractor’s behalf and a history of successful projects</p> <p>Good: the project list demonstrates good experience in businesses-oriented survey design and creation through a combination of 3 or more years of experience, 2 or more surveys completed with more than 1,000 respondents, and survey details demonstrating one or more different survey designs customized to the survey</p>	<p>Excellent = 10 points</p> <p>Very good = 7 points</p> <p>Good = 5 points</p> <p>Unsatisfactory = 0</p> <p>For a maximum of 10 points</p>

<p>objectives and multi-dimensional factor weighting employed (e.g. by firm size). The length and breadth (variety and complexity) of the experience presented in the submission demonstrates some ability on the contractor's behalf to fulfill the requirements and some evidence from successful projects (that may be relatively small in scope).</p> <p>Unsatisfactory: the project list does not meet the minimum requirements to be considered "good", or the projects are not relevant, or the information is incomplete.</p>	
<p>Demonstration:</p>	<p>/10</p>
<p>R4 - Indigenous Business Registry</p> <p>The Bidder should have an existing nationally representative registry of Indigenous-owned businesses. The Bidder should present a plan for how they will bring their registry up-to-date, and ensure that it is as comprehensive as possible (e.g. national in scope, covers both on- and off-reserve businesses, captures first nations, metis and Inuit).</p> <p>To demonstrate the criterion, the Bidder should provide a description of the registry including the type of information contained and number of businesses, and their plan for updating it and ensuring it is comprehensive.</p> <p><u>Definitions:</u></p> <p>Excellent: the registry and update plan is viable, is national in scope, covers Indigenous-owned businesses both on and off-reserve, includes businesses owned by first nations, Inuit and metis, contains at least 15,000 businesses.</p> <p>Very good: the registry and update plan is viable, is national in scope, covers Indigenous-owned businesses both on and off-reserve, includes businesses owned by first nations, Inuit and metis, contains at least 10,000 businesses.</p> <p>Good: the registry and update plan is viable, is national in scope, covers Indigenous-owned businesses both on and off-reserve, includes businesses owned by first nations, Inuit and metis, contains at least 7,000 businesses. However, some of the information may not be sufficient to enable proper sampling.</p> <p>Unsatisfactory: the registry does not meet any of the minimum criteria to be considered "good".</p>	<p>Excellent = 15 points</p> <p>Very good = 12 points</p> <p>Good = 8 points</p> <p>Unsatisfactory = 0</p> <p>For a maximum of 15 points</p>

<p>Demonstration:</p>	<p style="text-align: center;">/15</p>
<p>R5 - Interviews with Indigenous-Owned Businesses</p> <p>The Bidder should have experience conducting interviews with Indigenous business representatives both on and off reserve, and have demonstrated experience in gaining access to on-reserve businesses.</p> <p>The Bidder should submit a list of projects in which the Bidder worked with Indigenous-owned businesses to understand the business environment and challenges, demonstrating an understanding cultural sensitivities, ability to gain access to on-reserve businesses. Project details such as dates and locations should be included.</p> <p><u>Definitions:</u></p> <p>Excellent: the project list contains at least 8 projects over the last 10 years that involved working with Indigenous-owned businesses to understand the business environment and challenges. At least 3 projects required the bidder to successfully request and gain access to on-reserve businesses.</p> <p>Very good: the project list contains at least 6 projects over the last 10 years that involved working with Indigenous-owned businesses to understand the business environment and challenges. At least 2 projects required the bidder to successfully request and gain access to on-reserve businesses.</p> <p>Good: the project list contains at least 5 projects over the last 10 years that involved working with Indigenous-owned businesses to understand the business environment and challenges. At least 1 project required the bidder to successfully request and gain access to on-reserve businesses.</p> <p>Unsatisfactory: the project list does not meet any of the minimum criteria to be considered “good”.</p>	<p>Excellent = 15 points</p> <p>Very good = 12 points</p> <p>Good = 8 points</p> <p>Unsatisfactory = 0</p> <p>For a maximum of 15 points</p>
<p>Demonstration:</p>	<p style="text-align: center;">/15</p>

R6 - Joint Studies and Communications

Bidder should have experience in publishing studies on Indigenous-owned businesses using qualitative and quantitative methods, and communicating results through launch events. The Bidder should submit a list of published studies on Indigenous businesses over the past 10 years (with a brief summary of each including dates, findings, methodology), and a description of recent launch events in the last 5 years including dates, topics, and approximate number of participants.

Definitions:

Excellent: the publication list contains at least 8 studies over the last 10 years on the topic of Indigenous-owned businesses, of which at least 5 employed quantitative methods and 5 employed qualitative methods (projects that contain both quantitative and qualitative methods are counted in both categories). Bidder has had at least 1 launch event in the last 5 years to communicate the results of an Indigenous-owned business study they conducted, with at least 25 participants.

Very good: the publication list contains at least 6 studies over the last 10 years on the topic of Indigenous-owned businesses, of which at least 3 employed quantitative methods and 3 employed qualitative methods (projects that contain both quantitative and qualitative methods are counted in both categories). Bidder has had at least 1 launch event in the last 5 years to communicate the results of an Indigenous-owned business study they conducted, with at least 25 participants.

Good: the publication list contains at least 5 studies over the last 10 years on the topic of Indigenous-owned businesses, of which at least 2 employed quantitative methods and 2 employed qualitative methods (projects that contain both quantitative and qualitative methods are counted in both categories). Bidder has had at least 1 launch event in the last 5 years to communicate the results of an Indigenous-owned business study they conducted, with at least 25 participants.

Unsatisfactory: the publication and launch event lists do not meet any of the minimum criteria to be considered "good".

Excellent = 10 points**Very good = 7 points****Good = 5 points****Unsatisfactory = 0****For a maximum of 10 points****Demonstration:****/10**

<p>R7 - Quality of Team</p> <p>The bidder should demonstrate that it has a qualified team that meets the following requirements by submitting each of the resource's CV that include the following details:</p> <ul style="list-style-type: none"> • Their experience running large surveys. • Their experience publishing economic or empirical reports on Indigenous-owned businesses. • Their knowledge of Indigenous issues gained through working with Indigenous-owned businesses or education. <p><u>Definitions:</u></p> <p>Excellent: the team has a combined 15 years of experience running large surveys, have published a combined 8 economic or empirical studies on Indigenous-owned businesses, and have a combined 15 years of experience in working with Indigenous groups and/or post-secondary education on Indigenous topics.</p> <p>Very good: the team has a combined 10 years of experience running large surveys, have published a combined 7 economic or empirical studies on Indigenous-owned businesses, and have a combined 12 years of experience in working with Indigenous groups and/or post-secondary education on Indigenous topics.</p> <p>Good: the team has a combined 8 years of experience running large surveys, have published a combined 5 economic or empirical studies on Indigenous-owned businesses, and have a combined 10 years of experience in working with Indigenous groups and/or post-secondary education on Indigenous topics.</p> <p>Unsatisfactory: the combined experience outlined in the CVs does not meet the minimum criteria to be considered "good".</p>		<p>Excellent = 10 points</p> <p>Very good = 7 points</p> <p>Good = 5 points</p> <p>Unsatisfactory = 0</p> <p>For a maximum of 10 points</p>
<p>Demonstration:</p>		<p>/10</p>
<p>Minimum pass mark</p>	<p>65</p>	<p>/100</p>
<p>Maximum Total</p>	<p>100</p>	<p>/100</p>

PART 5 – CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Set-aside for Aboriginal Business

1. Locations not subject to Comprehensive Land Claim Agreements are conditionally 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, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
 - i. The Aboriginal business has fewer than six full-time employees.
OR
 - ii. The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal

business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.1.2.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (insert "an owner" and/or "a full time employee") of _____ (insert name of business), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

5.2 Certifications Precedent to Contract Award

The certifications listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications 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 listed below within the time frame specified will render the bid non-responsive.

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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; and

Solicitation No. - N° de l'invitation

20-173532

Client Ref. No. - N° de réf. du client

20-173532

Amd. No. - N° de la modif.

File No. - N° du dossier
20-173532

Buyer ID - Id de l'acheteur

Assane Ndiaye

-
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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.

Name and Title

Signature

Date

PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

6.1 Security Requirements

There is no security requirement associated with this bid solicitation.

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

Québec

- James Bay and Northern Quebec Agreement
- Nunavik Inuit Land Claims Agreement
- Eeyou Marine Region Land Claims Agreement

Newfoundland and Labrador

- Labrador Inuit Land Claims Agreement

Northwest Territories

- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claims Agreement
- Sahtu Dene and Metis Comprehensive Land Claims Agreement
- Tlicho Land Claims Agreement

British Columbia

- Nisga'a Final Agreement
- Tsawwassen First Nation Final Agreement
- Maa-Nulth First Nations Final Agreement
- Tla'amin Nation Final Agreement

Yukon

- First Nation of Nacho Nyak Dun Final Agreement
- Champagne and Aishihik First Nations Final Agreement
- Teslin Tlingit Council Final Agreement
- Vuntut Gwitchin First Nation Final Agreement
- Selkirk First Nation Final Agreement
- Little Salmon/Carmacks First Nations Final Agreement
- Tr'ondëk Hwëch'in Final Agreement
- Ta'an Kwach'an Council Final Agreement
- Kluane First Nation Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Carcross/Tagish First Nations Final Agreement

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Assane Ndiaye
Title: Senior Procurement Officer
Address: 200 Promenade du Portage, Gatineau, Québec Canada K1A 0G4
Telephone: 613-791-7185
E-mail address: assane.ndiaye@international.gc.ca

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

7.5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ ____ _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex "B", to the limitation of expenditure specified. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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% committed, or
- b. four 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.

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.

7.7.3 Method of Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit

7.7.5 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b. The accuracy of the Contractor's time recording system.
- c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
- d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.8 Invoicing Instructions

The Contractor must submit a claim for a milestone payment. Each claim must show:

- a. Company name, address, etc.;
- b. Client address;
- c. Date of the invoice;
- d. Contract Number;
- e. Total dollar amount;
- f. The description and value of the milestone claimed as detailed in the Contract.

Applicable Taxes must be calculated on the total amount of the claim.

Invoices must be distributed as follows:

- One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications

7.9.1 Compliance

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

7.9.2 Aboriginal Business Certification

The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.

The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____,

7.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Indigenous-owned Exporters Studies and Surveys

2. BACKGROUND

Indigenous people make an important and growing contribution to the Canadian economy. It is estimated that Indigenous-owned businesses contribute over \$30 billion to the Canadian economy and that this could grow to \$100 billion by 2024. Similarly, exporting businesses have been shown to be more productive and to pay higher wages than non-exporters. Understanding the barriers that Indigenous-owned business face when attempting to export or when using Canada's trade agreements could allow these businesses to benefit from the advantages of being an exporter.

Recent work conducted jointly by the Canadian Council for Aboriginal Business and the Department of Foreign Affairs, Trade and Development (DFATD) has demonstrated that Indigenous-owned businesses actively participate in international trade, but relatively little empirical work has been undertaken to understand the unique needs of Indigenous exporters and the barriers that they face in participating in international trade. The purpose of the proposed work is to fill this information gap.

3. OBJECTIVES

The Department of Foreign Affairs, Trade and Development (DFATD) requires the professional services of a qualified Contractor to design a survey of Indigenous-owned businesses with a focus on those participating in international trade and exporting. All information collected through the survey will be of a factual nature and no opinions will be collected.

4. SCOPE OF SERVICES

The proposed work will consist of the following:

- Design a survey questionnaire of Indigenous-owned businesses with a focus on participation in international trade as well as the barriers that these firms face when conducting business abroad. This survey must include certain questions selected by DFATD.
- Conduct a national survey of Indigenous-owned businesses
- Undertake in-depth census-like surveys of a minimum of three reserves including attempt to identify all active businesses on those reserves
- Produce two joint studies, with the Office of the Chief Economist at DFATD, first updating the characteristics of Indigenous-owned exporters, and second on the barriers encountered when exporting by Indigenous-owned exporters
- Communication of results including a launch event

5. SPECIFIC TASKS

The specific tasks to be completed include but are not limited to the following:

➤ **Survey Design:**

The contractor will work with the Office of the Chief Economist at DFATD, to design a survey of Indigenous-owned businesses and their contribution to the Canadian economy, with a special focus on the experiences of those participating in international trade and exporting. The survey will consist of

collecting basic information about the business, the characteristics of the owner(s) of the business and the business conditions they face. The survey will collect only factual information consisting of: 1) Information about the business such as value of sales, number of employees, etc.; 2) Characteristics of the owner(s) of the business, such as indigenous status, education, etc.; 3) Information about the business' participation in international trade such as value of imports and exports as well as the type of products sold and to which markets; 4) the barriers that these firms face when exporting or importing, including administrative and technical barriers; and 5) business conditions they face. All information collected through both the national survey as well as through face-to-face interviews will be of a factual nature and no opinions will be collected. Qualitative information about the barriers that are faced when exporting will also be collected. The contractor will work with DFATD to determine the questions, with a focus on the internationalization experience; a share of the questions (approx. 30-40%) will be identified by DFATD to this end.

The number of questions will total approximately 50-75 questions for the national survey with an additional 10-15 questions for the on-reserve survey (that capture the on-reserve business environment), and may draw from existing surveys to allow for comparisons with non-Indigenous businesses such as Statistics Canada's Survey of Small and Medium sized Enterprises Financing and Growth, the Survey of Innovation and Business Strategy and the Bank of Canada's Business Outlook Survey.

As part of the survey design, the proposal should include a period to test the survey with a limited number of Indigenous-owned businesses for the purpose of validating understanding of questions and the ability of businesses to provide the necessary data. Time should be allocated to making the necessary revisions to the survey. The proposal should also outline a plan for following (to the extent possible) best practices in research ethics and the principles described in Chapter 9 of the *Tri-Council's Policy Statement: Ethical Conduct for Research Involving Humans*

➤ **National Survey:**

A national survey will be undertaken of Indigenous-owned businesses using the newly designed survey questionnaire. The survey can be conducted using telephone or electronic means, with a preference for recording and transcribing responses. A key necessity for undertaking such a survey is having a registry of Indigenous-owned businesses that is up-to-date and sufficiently large from which to draw the necessary sample. The survey should target to have approximately 3,000 completed responses with a representative sample, including by on-reserve/off reserve, Indigenous group (First Nations, Inuit and metis), and business size. The sample will additionally need to be of sufficient size for key industries in which Indigenous business participate in exporting to produce statistically significant estimates for barriers faced when exporting. The proposal must demonstrate how the survey will be balanced to make it representative of the target population group (through weighting/calibration).

➤ **On-Reserve Community Interviews Using a Census-Like Approach:**

To complement the national survey, the contractor will survey all businesses (both exporters and non-exporters) using a census-like approach within three or more separate reserves that are as large and as representative as possible in order to draw broad conclusions regarding entrepreneurship on-reserve in Canada. The contractor will ensure that culturally appropriate protocols and best practices in research ethics are followed on the gathering and use of data on Indigenous people. A necessary first step will be to engage the relevant community leaders for permission to undertake such surveys, and then conduct interviews in a manner that is culturally appropriate and agreed upon (e.g. door-to-door versus central

meeting place); a DFATD researcher may choose to accompany the surveyor for some or all of the interviews.

Experiences of on-reserve businesses are often insufficiently represented in national surveys; the results of this on-reserve survey will therefore be used to rebalance the national survey to produce representative results, and to enhance our understanding of the experiences of on-reserve businesses. In addition to undertaking a survey similar to the national survey within these communities, some additional questions will be asked to elaborate on key barriers faced by Indigenous-owned exporters and the particular challenges that they experience in order to add a qualitative dimension to key issues. Recorded interviews would be preferred.

Note that there is a preference for in-person interviews, but if COVID-19 related restrictions are impacting the feasibility or safety of in-person interviews, telephone interviews are acceptable.

➤ **Joint-Studies:**

The Office of the Chief Economist at DFATD will work with the contractor to analyse the data produced by the national survey as well as the in-person on-reserve interviews to produce two joint studies. The first study will provide an overview of the characteristics of Indigenous-owned exporters and their owners. This study will update a previous study produced by the Office of the Chief Economist and the Canadian Council for Aboriginal Business (CCAB). In addition to providing updated information, it will take the new questions from the surveys specifically focussed on exporting to add new dimensions to the report and explore in more detail issues that were identified in the original report. A second will focus on the barriers faced by Indigenous-owned exporters with a focus on issues that can be addressed through trade negotiations or export support services such as those offered by the Trade Commissioner Service (TCS). The two studies will be released as joint products from DFATD and the contractor. The contractor is responsible for page-setting and printing of the reports. The contractor is expected to incorporate community representatives' views in the interpretation of data and to provide them opportunities to review research findings before completion of the reports.

➤ **Communication of Results**

The contractor is responsible for organizing a launch event for the two reports which will include policy-makers interested in Indigenous issues and Indigenous businesses. The launch event will involve a minimum of 40 invitees and will include media involvement. The purpose of the launch event is to inform the policy community of the work that has been completed as well as to demonstrate to the Indigenous business community that the time and effort spent in participating in the survey produced meaningful results. This event can take place virtually only if COVID-19 restrictions prevent an in-person launch.

➤ **Access to Data**

The contractor is responsible for creating a database from the results of the two surveys. The contractor is required to give access to the raw, firm-level data to DFATD and certain federal government and Crown corporation partners on a reasonable basis. Company and owner names, addresses, and other identifying characteristics may be removed to maintain confidentiality. DFATD and its federal government and Crown corporation partners should have access to the data for a period of two years and may choose to publish their own additional studies using the data gathered, offering the contractor the opportunity to review the findings before they are published if they choose. The contractor has the responsibility to follow best practices in research ethics, to the extent possible respecting principles described in Chapter 9 of the Tri-Council's Policy Statement: Ethical Conduct for Research Involving Humans.

6. DELIVERABLES AND ASSOCIATED SCHEDULE

Deliverables must be submitted in a timely manner and in accordance with the specified delivery dates.

The Contractor will produce the following deliverables before March 22, 2021:

1. Work plan and schedule
2. Survey plans: sampling method and survey design, draft survey questions for both national and on-reserve surveys in consultation with DFATD
3. Survey results for national test-survey

The Contractor will produce the following deliverables before March 21, 2022:

1. National survey results complete and raw/weighted data provided to DFATD
2. On-reserve community interviews complete and raw/weighted data provided to DFATD
3. Data analysis of all surveys complete in cooperation with DFATD and federal government and Crown corporation partners; key findings identified
4. Two reports finalized in collaboration with DFATD: 1) Overview of characteristics of Indigenous-owned exporters and their owners, and 2) Barriers faced by Indigenous-owned exporters
5. Launch event

7. MEETINGS

DFATD will communicate with the contractor by phone and email upon signing of the contract, and on a regular basis thereafter, to discuss progress on the tasks identified. DFATD may also engage with certain federal government and Crown corporation partners in the determination of some survey questions, whom may participate in the meetings.

8. CONSTRAINTS

COVID-19 restrictions may impact aspects of the project, particularly the on-reserve interviews. Flexibility in the timelines or other aspects of the work may be granted with sufficient advance warning to DFATD.

9. LOCATION OF WORK

Work will be performed at the Contractor's own location using their own equipment, software and supplies.

10. LANGUAGE OF WORK

The contractor must be capable of providing the full range of required services in English. The contractor must make the final reports available in English.

11. TRAVEL AND LIVING

There are no travel costs anticipated with this contract. All travel will be at the contractor's expense.

ANNEX "B"

BASIS OF PAYMENT

The Contractor must provide a firm all-inclusive price for all work to be performed.

Pricing must only be contained in the financial proposal.


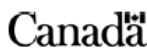
ITEM	DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (in CAD \$)
1	Design and conduct Indigenous-owned Exporters Studies and Surveys	\$ _____
Total Estimated Contract Value for Evaluation Purpose		\$ _____

SCHEDULE OF MILESTONES

Milestone No.	Description or Deliverable	Payment Amount (% of total contract)	Due Date
1	Phase 1 : Delivery of work plan, schedule, survey plan (including draft survey questions for testing)	15%	January 4, 2021
2	Phase 2 : Completion of national test survey and analysis of results	15%	February 26, 2021
3	Phase 3 : Substantial completion (75% of target sampling or higher) of national surveying OR of on-reserve community interviews	15%	March 22, 2021
4	Phase 4 : Completion of all remaining interviews and surveying. National survey and community interview raw/weighted data provided to DFATD	20%	September 7, 2021
5	Phase 5 : Data analysis of all surveys complete in cooperation with DFATD and federal government and agency partners; key findings identified	15%	January 4, 2022
6	Phase 6 : Two reports finalized in collaboration with DFATD: 1) Overview of characteristics of Indigenous-owned exporters and their owners, and 2) Barriers faced by Indigenous-owned exporters. Launch event completed	20%	March 21, 2022

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 <p>Government of Canada Gouvernement du Canada</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat</td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> </table>	Contract Number / Numéro du contrat	Security Classification / Classification de sécurité	
Contract Number / Numéro du contrat				
Security Classification / Classification de sécurité				
<p>SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</p>				
<p>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</p>				
<p>1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine</p> <p style="text-align: center;">Global Affairs Canada</p>		<p>2. Branch or Directorate / Direction générale ou Direction BED/BEA</p>		
<p>3. a) Subcontract Number / Numéro du contrat de sous-traitance</p>		<p>3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant</p>		
<p>4. Brief Description of Work / Brève description du travail</p> <p>GAC requires the professional services of a qualified Contractor to design a survey of Indigenous-owned businesses with a focus on those participating in international trade and exporting. The contractor is expected to conduct a national survey of Indigenous-owned businesses in addition to in-person or telephone interviews of on-reserve Indigenous businesses to produce to studies on exporting.</p>				
<p>5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?</p>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
<p>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?</p>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
<p>6. Indicate the type of access required / Indiquer le type d'accès requis</p>				
<p>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)</p>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
<p>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.</p>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
<p>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?</p>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
<p>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</p>				
<p>Canada <input checked="" type="checkbox"/></p>	<p>NATO / OTAN <input type="checkbox"/></p>	<p>Foreign / Étranger <input type="checkbox"/></p>		
<p>7. b) Release restrictions / Restrictions relatives à la diffusion</p>				
<p>No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/></p> <p>Not releasable À ne pas diffuser <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/></p> <p>Specify country(ies): / Préciser le(s) pays:</p>	<p>All NATO countries Tous les pays de l'OTAN <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/></p> <p>Specify country(ies): / Préciser le(s) pays:</p>	<p>No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/></p> <p>Specify country(ies): / Préciser le(s) pays:</p>		
<p>7. c) Level of information / Niveau d'information</p>				
<p>PROTECTED A <input type="checkbox"/></p> <p>PROTÉGÉ A <input type="checkbox"/></p> <p>PROTECTED B <input type="checkbox"/></p> <p>PROTÉGÉ B <input type="checkbox"/></p> <p>PROTECTED C <input type="checkbox"/></p> <p>PROTÉGÉ C <input type="checkbox"/></p> <p>CONFIDENTIAL <input type="checkbox"/></p> <p>CONFIDENTIEL <input type="checkbox"/></p> <p>SECRET <input type="checkbox"/></p> <p>SECRET <input type="checkbox"/></p> <p>TOP SECRET <input type="checkbox"/></p> <p>TRÈS SECRET <input type="checkbox"/></p> <p>TOP SECRET (SIGINT) <input type="checkbox"/></p> <p>TRÈS SECRET (SIGINT) <input type="checkbox"/></p>	<p>NATO UNCLASSIFIED <input type="checkbox"/></p> <p>NATO NON CLASSIFIÉ <input type="checkbox"/></p> <p>NATO RESTRICTED <input type="checkbox"/></p> <p>NATO DIFFUSION RESTREINTE <input type="checkbox"/></p> <p>NATO CONFIDENTIAL <input type="checkbox"/></p> <p>NATO CONFIDENTIEL <input type="checkbox"/></p> <p>NATO SECRET <input type="checkbox"/></p> <p>NATO SECRET <input type="checkbox"/></p> <p>COSMIC TOP SECRET <input type="checkbox"/></p> <p>COSMIC TRÈS SECRET <input type="checkbox"/></p>	<p>PROTECTED A <input type="checkbox"/></p> <p>PROTÉGÉ A <input type="checkbox"/></p> <p>PROTECTED B <input type="checkbox"/></p> <p>PROTÉGÉ B <input type="checkbox"/></p> <p>PROTECTED C <input type="checkbox"/></p> <p>PROTÉGÉ C <input type="checkbox"/></p> <p>CONFIDENTIAL <input type="checkbox"/></p> <p>CONFIDENTIEL <input type="checkbox"/></p> <p>SECRET <input type="checkbox"/></p> <p>SECRET <input type="checkbox"/></p> <p>TOP SECRET <input type="checkbox"/></p> <p>TRÈS SECRET <input type="checkbox"/></p> <p>TOP SECRET (SIGINT) <input type="checkbox"/></p> <p>TRÈS SECRET (SIGINT) <input type="checkbox"/></p>		
<p>TBS/SCT 350-103(2004/12)</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> </table>	Security Classification / Classification de sécurité	
Security Classification / Classification de sécurité				
				



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

Security Classification / Classification de sécurité
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