



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Alberta

NA

Bid Fax: (780) 497-3510

## REQUEST FOR PROPOSAL

## DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada

Northern Contaminated Site Program

Canada Place/Place du Canada

10th Floor/10e étage

9700 Jasper Ave/9700 ave Jasper

Edmonton

Alberta

T5J 4C3

<b>Title - Sujet</b> Communications Support Services Communications Support Services - Cambridge Bay, NU	
<b>Solicitation No. - N° de l'invitation</b> 3Y002-210023/A	<b>Date</b> 2021-01-22
<b>Client Reference No. - N° de référence du client</b> 3Y002-210023	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$NCS-064-11978	
<b>File No. - N° de dossier</b> NCS-0-43194 (064)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Mountain Standard Time MST <b>on - le 2021-02-09</b> Heure Normale des Rocheuses HNR	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dallas Scott	<b>Buyer Id - Id de l'acheteur</b> ncs064
<b>Telephone No. - N° de téléphone</b> (780) 224-7200 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Canadian High Arctic Research Station 1 Uvajuq Road P.O. Box 2150 Cambridge Bay, NU X0B 0C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**TITLE: COMMUNICATIONS SUPPORT SERVICES**

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3Y002-210023/A  
Client Ref. No. - N° de réf. du client  
3Y002-210023

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-0-43194

Buyer ID - Id de l'acheteur  
NCS064  
CCC No./N° CCC - FMS No./N° VME

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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 and Additional Information: includes the certifications and additional information to be provided;  |
| Part 6 | Blank  |
| Part 7 | Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.   |

The Annexes include the Statement of Work, Basis of Payment, Task Authorization Form PWGSC-TPSGC, Task Authorization Usage Report, Nunavut Agreement, and Electronic Payment Instruments.

### 1.2 Summary

**1.2.1** Polar Knowledge Canada has a requirement for a communications support services on an “as and when required” basis. Services include creation of reports, info sheets, infographics, posters, maps, and document summaries.

The estimated period of the contract is from date of award to 2022-03-31 with up to two (2) – one (1) year option periods.

This procurement is subject to the Agreement between Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are referred to as Nunavut Benefits Criteria (NBC) and Inuit Benefits Criteria (IBC), and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan (IBP).

The requirement is limited to Inuit businesses on the Inuit Firm Registry (IFR). Bids submitted by businesses not on the IFR will render the bid non-responsive and no further consideration will be accorded to the bid.

**1.2.2** Canada's free trade agreements pose no impediment to the inclusion of measures including set asides, for the benefit of Indigenous Peoples and businesses in a procurement. This applies to procurement obligations pursuant to all Modern Treaties (Comprehensive Land Claims Agreements).

**1.2.3** This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Nunavut Agreement**

This procurement is subject to the Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (the Nunavut Agreement).

### **1.4 Limited to Inuit Firms on the Inuit Firm Registry (IFR)**

- a) This requirement is limited to Inuit Firms on the [Inuit Firm Registry \(IFR\)](#).
- b) By submitting a bid, the Bidder certifies that they are or will be registered on the IFR prior to contract award.
- c) Canada will confirm if a Bidder is an Inuit Firm by searching the IFR prior to contract award. If the Bidder is not registered on the IFR, Canada will give the Bidder fifteen (15) business days in which to complete registration.
- d) If the Bidder does not comply with registration as an Inuit Firm on the IFR within the time frame provided, their bid will be declared non-responsive and given no further consideration.

### **1.5 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.

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## 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](#) (2020-05-28), 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 the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation

#### 2.2.1 PWGSC Western Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[ROReceptionSoumissions.WRBidReceiving@pwgsc-tpsgc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@pwgsc-tpsgc.gc.ca)

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will be accepted.

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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### **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.

### **2.4 Enquiries - Bid Solicitation**

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

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

### **2.5 Applicable Laws**

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

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.



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## 2.6 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.

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

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (One [1] hard copy)  
Section II: Financial Bid (One [1] hard copy)  
Section III: Certifications (One [1] hard copy)

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

#### **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**

**3.1.1** Bidders must submit their financial bid in accordance with Annex “B”, Basis of Payment.

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “F” Electronic Payment Instruments, to identify which ones are accepted. If Annex “F” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.3 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (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

Mandatory Technical Criteria included in Appendix I to Annex "A".

##### 4.1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria are included in Appendix II to Annex "A".

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Firm Year 1

- 4.1.2.1.1 For each item, value in column A ("Estimated Annual Usage") will be multiplied by the value in column B ("Firm Unit Price") to equal the value in column C ("Extended Price").
- 4.1.2.1.2 All values in column C ("Extended Price") will be added together to equal "TOTAL EVALUATED PRICE: FIRM YEAR 1".

##### 4.1.2.2 Firm Year 2

- 4.1.2.2.1 For each item, value in column A ("Estimated Annual Usage") will be multiplied by the value in column B ("Firm Unit Price") to equal the value in column C ("Extended Price").
- 4.1.2.2.2 All values in column C ("Extended Price") will be added together to equal "TOTAL EVALUATED PRICE: FIRM YEAR 2".

##### 4.1.2.2 Option Year 1

- 4.1.2.2.1 For each item, value in column A ("Estimated Annual Usage") will be multiplied by the value in column B ("Firm Unit Price") to equal the value in column C ("Extended Price").
- 4.1.2.2.2 All values in column C ("Extended Price") will be added together to equal "TOTAL EVALUATED PRICE: OPTION YEAR 1".

##### 4.1.2.2 Option Year 2

- 4.1.2.2.1 For each item, value in column A ("Estimated Annual Usage") will be multiplied by the value in column B ("Firm Unit Price") to equal the value in column C ("Extended Price").
- 4.1.2.2.2 All values in column C ("Extended Price") will be added together to equal "TOTAL EVALUATED PRICE: OPTION YEAR 2".

##### 4.1.2.3 Total Evaluated Bid Price

- 4.1.2.3.1 The values for "TOTAL EVALUATED PRICE: FIRM YEAR 1", "TOTAL EVALUATED PRICE: FIRM YEAR 2", "TOTAL EVALUATED PRICE: OPTION YEAR 1" "TOTAL EVALUATED PRICE: OPTION YEAR 2" will be added together to equal "TOTAL EVALUATED BID PRICE".

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

#### 4.1.3 Inuit Benefits Plan (IBP) Evaluation

Nunavut Benefits Criteria (NBC) and Inuit Benefits Criteria (IBC) are included in Annex "E".

#### 4.2 Basis of Selection

##### Highest Combined Rating of IBP Commitment, Technical Merit, and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **36 points** overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of **60 points**.

2. Bids not meeting (a) or (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of IBP commitment, technical merit, and price. The ratio will be **35%** for the IBP, **40%** for the technical merit, and **25%** for the price.
4. To establish the IBP commitment score, the overall IBP score for each responsive bid will be determined as follows:
  - a. Inuit Benefits Criteria (IBC)
    - i. Inuit Employment (10%)
    - ii. Inuit Training and Skills Development (10%)
    - iii. Inuit Ownership (prime contractor and subcontractors (10%))
  - b. Nunavut Benefits Criteria (NBC)
    - i. Location in the Nunavut Settlement Area (NSA) (5%)

The total number of points obtained/maximum number of points available multiplied by the percentage ratio per each of the four criterion, for a maximum total of **35%** for IBP commitment score.

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 **40%**.
6. To establish the pricing score, the overall pricing 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 **25%**.
7. For each responsive bid, the IBP commitment score, the technical merit score and the pricing score will be added to determine its combined rating.
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 IBP commitment, 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 35/40/25 ratio of IBP commitment, technical merit, and price, respectively.

**Basis of Selection - Highest Combined Rating of IBP Commitment (35%), Technical Merit (40%), and Price (25%)**

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		95/100	72.5/100	75/100
Overall Pricing Score		13/20	17/20	20/20
Inuit Benefit Plan Commitment (IBC & NBC)	Inuit Employment	10/40	30/40	30/40
	Inuit Training	5/15	8.75/15	15/15
	Inuit Ownership	15/40	35/40	25/40
	Location in NSA	10/10	10/10	10/10
Calculations: Technical & Price	Technical Merit Score	$95/100 \times 40 = 38$	$72.5/100 \times 40 = 29$	$75/100 \times 40 = 30$
	Pricing Score	$13/20 \times 25 = 16.25$	$17/20 \times 25 = 21.25$	$20/20 \times 25 = 25.0$
Calculations: IBP Commitment	Inuit Employment Score	$10/40 \times 10 = 2.5$	$30/40 \times 10 = 7.5$	$30/40 \times 10 = 7.5$
	Inuit Training Score	$5/15 \times 5 = 1.67$	$10/15 \times 5 = 3.33$	$15/15 \times 5 = 5.0$
	Inuit Ownership Score	$15/40 \times 10 = 3.75$	$35/40 \times 10 = 8.75$	$25/40 \times 10 = 6.25$
	Location in NSA Score	$10/10 \times 10 = 10.0$	$10/10 \times 10 = 10.0$	$10/10 \times 10 = 10.0$
Combined Rating		72.17	79.83	83.75
Overall Rating		3rd	2nd	1st

Proponent receiving the highest Total Combined Rating Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



Solicitation No. - N° de l'invitation  
3Y002-210023/A  
Client Ref. No. - N° de réf. du client  
3Y002-210023

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-0-43194

Buyer ID - Id de l'acheteur  
NCS064  
CCC No./N° CCC - FMS No./N° VME

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## **PART 6 – BLANK**

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## 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 at Annex "A".

#### 7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

1. The Contracting Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "C".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, Project Authority, and Technical Authority within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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#### 7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

##### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

##### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

##### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 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](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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## 7.2.2 Supplemental General Conditions

4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

## 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 date of Contract to 2022-03-31 inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least three (3) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 7.4.3 Nunavut Agreement

This contract is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada (the Nunavut Agreement).

#### 7.4.3.1 Good Standing on the Inuit Firm Registry (IFR)

- a) The contractor/supplier must be in good standing on the Inuit Firm Registry (IFR) for the duration of the contract in its entirety until final completion is achieved.
- b) Canada retains the right to confirm the contractor/supplier standing on the IFR at its discretion.
- c) Failure to maintain this standing may result in the application of measures that could include termination of contract for default.

#### 7.4.3.2 Separate Costs for Inuit Benefit Plan (IBP)

An Inuit Benefits Plan must have a cost breakdown for each criteria. See Annex "E" and the *Financial Bid Form* for details.

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#### **7.4.3.3 Reporting – Inuit Benefits and Nunavut Benefits**

**1. General**

The Contractor will be monitored by Canada to ensure the proposed Inuit benefits and Nunavut benefits are in accordance with the contractual requirements.

**2. Periodic Reporting**

- a. Canada reserves the right to ensure the proposed Inuit benefits and/or Nunavut benefits are in accordance with the contractual requirements.
- b. The Contractor must provide periodic reports in electronic and/or hard copy format, to both the Contracting Authority and Technical and/or Project Authority, detailing their progress on meeting their contractual obligations in achieving Inuit benefits and/or Nunavut benefits. This will include a list of the achieved versus committed Inuit benefits and/or Nunavut benefits criteria from the Contractor's proposal.
- c. The Contractor must provide the periodic reporting information to the Contracting Authority on a quarterly basis.

**SEE ANNEX "E" for specific reporting requirements**

**3. Deviation(s)**

- a. The Contractor must advise the Contracting Authority of any deviations from the Inuit benefits and/or Nunavut benefits portion of the Contract and provide a detailed explanation and a corrective action plan to resolve the deviation(s).
- b. Canada will provide comments within 10 business days of submission of the corrective action plan. Canada is under no obligation to accept any such proposal regardless of its content or justification. Any reduction in Inuit or Nunavut benefits may be considered by Canada as any other failure to meet a contractual obligation.
- c. If it is determined that the contractual requirements are not met by the Contractor, the Contracting Authority will inform the Contractor in writing. Action must be taken by the Contractor to resolve the situation as promptly as possible and subject to agreement by the Contracting Authority.

**4. Third party Independent Professional**

- a. When requested by Canada, a third party independent professional engaged by the Contractor will confirm whether the Contractor has met their obligations regarding the Inuit benefits and/or Nunavut benefits to be performed under the Contract.
- b. The third party independent professional must have a recognized accreditation in Canada and must be approved by the Contracting authority prior to hiring.

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#### 7.4.3.4 IBP Deduction – for the non-performance of IBC / NBC

- a. The Inuit benefits in this contract are subject to IBP deduction.
- b. For this contract the term “IBP deduction” means a percentage or dollar value that is held back by Canada in the event that the contractual requirement for Inuit benefits and / or Nunavut benefits are not met.
- c. IBP Deduction will be invoked at the discretion of the Contracting Authority upon confirmation that the Inuit benefits and / or Nunavut benefits required as part of the contract are not being met
- d. If the contractor does not meet the certified percentage of employment of Inuit labour, required by the Contract and fails to fulfill their employment of Inuit labour commitments, an amount of up to **30%** of the IBP Deduction Amount may be deducted for non-performance.
- e. If the contractor does not meet the certified hours of Inuit training and skills development, and fails to fulfill their Inuit training and skills development guarantees, an amount of up to **30%** of the IBP Deduction Amount may be deducted for non-performance.
- f. If the contractor does not meet the certified percentage of Inuit ownership (of prime or sub-contractor/suppliers), and fails to fulfill their Inuit ownership (of prime or sub-contractor/suppliers) guarantees, an amount of up to **30%** of the IBP Deduction Amount may be deducted for non-performance.
- g. If the contractor does not meet the commitment for a location in the Nunavut Settlement Area (NSA) (head offices, administrative offices, or other facilities), and fails to fulfill their commitment to provide a location in the NSA, an amount of up to **10%** of the IBP Deduction Amount may be deducted for non-performance.
- h. If applicable, Canada may at its discretion allow any IBP Deduction Amount to be carried over to the next Task Authorization to provide the contractor with the opportunity to make up for any missed commitments for Inuit benefits and / or Nunavut benefits not met the previous Task Authorizations.
- i. Nothing in this section will be interpreted as limiting the rights and remedies which Canada may otherwise have under the contract.
- j. Canada reserves the right, at their sole discretion, to reduce or eliminate IBP deduction if it can be clearly demonstrated that reasonable efforts were made to meet the Inuit Benefits Plan guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Dallas Scott  
A/Procurement Specialist, Environmental Services Acquisitions Team  
Procurement Branch, Western Region  
Public Services and Procurement Canada, Government of Canada

Canada Place  
Suite 1000, 10<sup>th</sup> Floor  
9700 Jasper Avenue  
Edmonton, Alberta T5J 4C3

Telephone: 780 – 224 – 7200  
Facsimile: 780 – 497 – 3510  
E-mail: [dallas.scott@pwgsc-tpsgc.gc.ca](mailto:dallas.scott@pwgsc-tpsgc.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

The Project Authority for the Contract is:

*(To be identified in the resulting contract)*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Project Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract 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 Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Technical Authority

The Technical Authority for the Contract is:

*(To be identified in the resulting contract)*

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

#### 7.5.4 Contractor's Representative

*(To be completed by the bidder)*

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

#### 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

#### 7.7 Payment

##### 7.7.1 Basis of Payment - Firm Unit Price(s) - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

##### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ **(to be identified in the resulting contract)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.



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### 7.7.3 Method of Payment

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

### 7.7.5 Electronic Payment of Invoices – Contract

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

*(To be identified in the resulting contract)*

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.7.6 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

## 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.  
Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.9 Certifications and Additional Information

### 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.

## 7.10 Applicable Laws

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

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### 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 supplemental general conditions - [4007](#) (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions - [2035](#) (2020-05-28), General Conditions - Higher Complexity – Services;
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment;
- (f) Annex “C”, Task Authorization Form PWGSC-TPSGC;
- (g) Annex “D”, Task Authorization Usage Report;
- (h) Annex “E”, Nunavut Agreement;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

### 7.13 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](#)”.

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. TITLE**

Polar Knowledge Canada and Communications Product Service Contract with Task Authorizations (2020-2022)

#### **2. BACKGROUND**

Polar Knowledge Canada (POLAR) currently has a series of knowledge and communications print, web and multimedia product requirements in 2020-2021 and 2021-2022. It requires an experienced communications Service Contractor to provide expert advice and to engage in authorized tasks to design and develop these products.

POLAR's mandate is to advance knowledge of the Canadian Arctic in order to improve economic opportunities, environmental stewardship, and the quality of life of its residents and all other Canadians; to promote the development and dissemination of knowledge of the other circumpolar regions, including the Antarctic; to strengthen Canada's leadership on Arctic issues; and, to establish a hub for scientific research in the Canadian Arctic.

POLAR has a unique role in advancing Canadians collective understanding of the Polar Regions by mobilizing current polar knowledge, in meaningful and accessible ways, in order to address the knowledge gaps and concerns of Canada's Northern communities.

#### **3. SCOPE**

The Contractor is to perform tasks authorized by the Contracting Authority outlined in this Statement of Work, specified by the Project Authority and Technical Authority.

#### **4. OBJECTIVES**

The Contractor is to perform tasks authorized by the Contracting Authority outlined in this Statement of Work, specified by the Project Authority and Technical Authority as called upon to do so in 2020-2021 and 2021-2022. The Contractor will support POLAR to meet its print, web and multimedia knowledge and communications product requirements.

## 5. TASKS

Some Contractor tasks to be authorized by the Contracting Authority require understanding of technical scientific jargon and concepts that relate to anticipated tasks (i.e., for professional editing of text copy of Reports #1-#4, Info sheets, and Summary Documents #1-#5). The Contractor must perform the following tasks as authorized by the Contracting Authority:

**5.1** Attend an initial meeting with the Project Authority, Technical Authority, and other project stakeholders to discuss the objectives and requirements of the mandate and the Contractor's provisional approach and methodology to meet anticipated requirements. The meeting will take place within two (2) weeks of contract award by videoconference or by teleconference (as determined by the Project Authority and Technical Authority).

**5.2** Anticipated authorized tasks for this service contract include:

### 5.2.1 Report Work

POLAR anticipates a requirement for the Contractor to support the production of one to four (1-4) reports over the course of 2020-2021 and 2021-2022.

Specific Report Work may include:

- Report #1 design and development: [Climate Change Report]
  - Professional editing and/or refined development of text copy;
  - Licensing and/or creation of graphics and maps as needed; and,
  - Layout (overall document layout, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).
- Report #2 design: [Indigenous North Database Report]
  - Professional editing of text copy;
  - Licensing and/or creation of graphics;
  - Professional editing and/or refined development of figures, tables, graphs, and schematics as needed; and,
  - Layout (overall document layout, descriptive statistics, data, tables, and appendices, outlined by region, territory, and/or province, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).
- Report #3 design and development: [Science and Technology 2015-2020 Economic Analysis Report]
  - Professional editing and/or refined development of text copy; and,
  - Layout (overall document layout, descriptive statistics, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

- Report #4 design and development: [Community Science Meeting Report, March 10, 2020]
  - Professional editing of text copy; and,
  - Layout (overall document layout, descriptive statistics, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

Additional Report Work may be required.

### 5.2.2 Info sheets Work

POLAR anticipates a requirement for the Contractor to support the production of 20-25 info sheets over the course of 2020-2021 and 2021-2022.

Specific info sheets Work may include:

- Info sheets design and development: [POLAR Research Results Series Info sheets]
  - Professional editing of text copy; and,
  - Licensing and/or creation of graphics.
- Info sheets #1, #2, #3, and #4 design and development: [POLAR Research Results Series Clean Energy and Infrastructure Info sheets]
  - Layout (overall document layout, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

Additional Info Sheets Work may be required.

### 5.2.3 Summary Document Work from Collaborative Assessment

POLAR anticipates a requirement for the Contractor to support the production of five (5) summary documents from collaborative assessment over the course of 2020-2021 and 2021-2022. One of the documents has two (2) distinct sections or sub-documents.

Specific summary documents from collaborative assessment report Work may include:

- Summary Documents #1, #2, #3, #4, and #5 design and development: [1. Caribou: a) abundance and migration, and b) predator-prey dynamics; 2. Char; 3. Climate Change; 4. Environmental Change; and, 5. Marine Mammals and Marine Biodiversity]
  - Professional editing of text copy;
  - Licensing and/or creation of graphics, schematics, and maps; and,
  - Layout (overall document layout, including associated layout of four (4) different languages (English, French, Inuktitut and Inuinnaqtun, for which translated text copy will be provided to the Contractor by the Project Authority and/or Technical Authority)).

Additional Summary Document Work may be required.

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#### 5.2.4 Infographics Work

POLAR anticipates a requirement for the Contractor to support the production of 10-15 infographics over the course of 2020-2021 and 2021-2022.

Specific infographics Work may include:

- Infographic #1 creation. [Corresponding to Report #1; Climate Change Report Infographic — Pan-Northern Synthesis and Overview in Northern and Arctic Regions]
- Infographics #2, #3, #4, #5, and #6 creation. [Corresponding to Report #2; Indigenous North Database Report Infographic(s)]
- Infographic #7 and #8 creation. [Corresponding to Report #3; Science and Technology 2015-2020 Economic Analysis Report Infographic]
- Infographics #9, #10, #11, and #12 creation. [Science and Technology Infographics, including, but not limited to Robert Cooke's work on 1. alternative energy, 2. greywater management, and 3. waste-to-energy; Donald McLennan's work on ecosystems monitoring and well-developed Socio-Ecological Systems Infographic concept draft; and others]

Additional Infographics Work may be required.

#### 5.2.5 Mapping Work

POLAR anticipates a requirement for the Contractor to support map production over the course of 2020-2021 and 2021-2022.

Specific mapping Work may include:

- Map #1 creation. [Corresponding to Report #2; Indigenous North Database Report Map]

Additional Mapping Work may be required.

#### 5.2.6 Poster Work

POLAR anticipates a requirement for the Contractor to support poster production over the course of 2020-2021 and 2021-2022.

Specific poster Work may include:

- Poster #1 creation. [Corresponding to Report #2; Indigenous North Database Report Map]
- Poster #2 creation. [Corresponding to Report #3; Science and Technology 2015-2020 Economic Analysis Report]

Additional Poster Work may be required.

**5.3** Identify additional information required to complete the required tasks.

**5.4** Obtain and analyze the requisite task-related information.

## 6. DELIVERABLES

- 6.1** Upon receipt of approval of the approach and methodology by the Project Authority and/or Technical Authority, develop a detailed Work Plan that identifies:
- 6.1.1** Tasks to be performed;
  - 6.1.2** Deliverables to be produced;
  - 6.1.3** Roles and responsibilities proposed to perform the Work;
  - 6.1.4** Schedule for the performance of each authorized task and submission of each deliverable; and,
  - 6.1.5** Cost associated with the performance of each authorized task and each deliverable.
- 6.2** Submit the detailed Work Plan to the Project Authority and Technical Authority for review, feedback and approval within one (1) week of the initial meeting.
- 6.3** All deliverables must be submitted in draft form at least two (2) days before the delivery date identified in the detailed Work Plan to allow input by the Project Authority and/or Technical Authority. The Contractor may be required to submit revised drafts with required changes. Deliverables will only be considered final upon written confirmation by the Project Authority and/or Technical Authority.
- 6.4** All services provided by the Contractor under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor must correct or replace the work or any part of the work, it will be at no cost to the Government of Canada.
- 6.5** The contractor must provide all electronic copies of deliverables using the Microsoft Office suite of software (version 2011, or more recent), and, where applicable, the Adobe suite of creative software, or other acceptable formats as determined by the Project Authority and/or Technical Authority.

## 7. PHASES

Phases of the contract will be undertaken in accordance with authorized tasks. Each authorized task will have three (3) phases: 1. *Design*, 2. *Execution*, and 3. *Close Out*.

### 7.1 Design

- 7.1.1** Upon approval of the authorized task by the Contracting Authority, allocated by the Project Authority and/or Technical Authority, the Contractor is to perform preparatory design activities including:
- Identify the information, materiel, and tools required to perform the technical design and otherwise prepare to conduct the Work; and,
  - Review, obtain, revise, and/or develop, refine and professionally edit the information, material, and tools required to perform the technical design, and otherwise prepare to conduct the Work.

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## 7.2 Execution

- 7.2.1** Upon receipt of approval by the Contracting Authority to commence execution activities and/or perform implementation activities, including:
- Obtain the information, material and tools required to perform the Work;
  - Analyze the information;
  - Develop a draft of the deliverable; and,
  - Submit the draft of the deliverable to the Project Authority and Technical Authority for two (2) reviews, feedback, and a semi-final draft for additional approval according to the schedule outlined in the detailed Work Plan. These progressive drafts will incorporate edits and direction from the Project Authority and/or Technical Authority and provide for two iteration (back-and-forth) discussions between the Project Authority and/or Technical Authority and the Contractor (semi-final drafts and final drafts).

## 7.3 Close-Out

- 7.3.1** Submit final deliverable draft to the Project Authority and Technical Authority for review, feedback, and approval.
- 7.3.2** Provide knowledge transfer and product(s) to the Project Authority and Technical Authority, and other stakeholders identified by the Project Authority and Technical Authority.

## 8. CONSTRAINTS

- 8.1** All deliverables must meet the requirements of the Official Languages Act.
- 8.2** When developing materials, the Contractor must ensure that materials are Federal Identity Program (FIP) compliant, culturally appropriate and subject-related and incorporate Polar Knowledge Canada's corporate identity as needed; provide separate source files for images and content.
- 8.3** The work will be considered complete when it has been accepted and approved by the Project Authority and/or Technical Authority.
- 8.4** All deliverables must meet Treasury Board Standards for Accessibility ([Web Content Accessibility Guidelines 2.0 – Level AA](#)) and separate source files for images and content are provided.
- 8.5** All products are licensed and/or talent/agency fee-free, and copies of the model releases are provided to POLAR in paper, PDF, and/or Microsoft Word format.



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## **9. SUPPORT PROVIDED BY POLAR KNOWLEDGE CANADA**

As required to perform the contract work and at the discretion of the Project Authority and/or Technical Authority, POLAR will endeavour to provide the Contractor with:

- relevant internal documentation;
- scheduled access to Agency stakeholders; and,
- provision of timely review and feedback on and approval of deliverables (approximately 5-10 business days, unless otherwise specified).

The Project Authority and/or Technical Authority will provide the Contractor with approved translated text copy from English in French, Inuktitut, and Inuinnaqtun, required for the Contractor to complete related authorized tasks.

## **10. LOCATION OF WORK**

The Contractor will be expected to conduct the work at their own facilities, however, the Contractor's resources must be available to participate in meetings with the Project Authority and/or Technical Authority and POLAR staff as required. These meetings may either take place by videoconference or teleconference, as determined by the Project Authority and/or Technical Authority.

## **11. TRAVEL**

The Contractor is not required to travel to complete authorized tasks.

## **12. OFFICIAL LANGUAGES REQUIREMENTS**

The language used to conduct the Work will be English. All deliverables must be submitted in English. All deliverables must meet the requirements of the Official Languages Act. POLAR will arrange for the translation of and for Contractor-produced deliverables, as required for subsequent Contractor layout and design finalization (one (1) initial draft, one (1) semi-final draft, and one (1) final draft). These progressive drafts will incorporate edits and direction from the Project Authority and/or Technical Authority, and provide for two iteration (back-and-forth) discussions between the Project Authority and/or Technical Authority and the Contractor (semi-final drafts and final drafts).

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## APPENDIX I TO ANNEX "A"

### MANDATORY TECHNICAL CRITERIA

#### COMPLIANCE MATRIX – MANDATORY TECHNICAL CRITERIA

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "does not meet".
2. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
3. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
4. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the solicitation document.
5. Failure to meet each performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

## COMPLIANCE MATRIX – MANDATORY TECHNICAL CRITERIA

ITEM	PERFORMANCE SPECIFICATION	STATUS  (D) Desirable (M )Mandatory	PERFORMANCE SPECIFICATION MET?  Bidder <u>should</u> indicate Yes/No	PERFORMANCE SPECIFICATION OFFERED  Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	CROSS REFERENCE  Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents.
<b>M1</b>	The Bidder's proposed designer must have a minimum of three (3) years' experience designing and creating graphics, infographics, maps, and posters	M			
<b>M2</b>	The Bidder's proposed designer must have experience developing products on at least one (1) of the following subject matters that are northern priorities of the Government of Canada: a) Arctic Science b) Wildlife Research and Food Security c) Climate Change and Environmental Sciences d) Indigenous Research e) Reconciliation	M			
<b>M3</b>	The Bidder's proposed designer must have a minimum of three (3) years' experience designing and editing summary reports, info sheets, and technical/workshop reports for Northern decision-makers and stakeholders.	M			

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ITEM	PERFORMANCE SPECIFICATION	STATUS  (D) Desirable (M )Mandatory	PERFORMANCE SPECIFICATION MET?  Bidder <u>should</u> indicate Yes/No	PERFORMANCE SPECIFICATION OFFERED  Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	CROSS REFERENCE  Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents.
<b>M4</b>	The Bidder's proposed designer must provide evidence of their expertise through their portfolio (i.e., where applicable, previously created graphics, infographics, maps, posters, and reports. Examples of work within the past five (5) years will be considered.	M			
<b>M5</b>	The Bidder must show experience and capacity to manage timelines and manage projects.	M			

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## APPENDIX II TO ANNEX "A"

### POINT RATED TECHNICAL CRITERIA

#### COMPLIANCE MATRIX – POINT RATED TECHNICAL CRITERIA

A complete list of the point rated specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix.
2. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
3. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
4. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the solicitation document.
5. Failure to meet the Minimum Category Passing Score for R1 and R2 and/or meet the Minimum Overall Passing Score will result in the bid being deemed non-responsive, and be given no further consideration.

## COMPLIANCE MATRIX – POINT RATED TECHNICAL CRITERIA

ITEM	PERFORMANCE SPECIFICATION	PERFORMANCE SPECIFICATION OFFERED <small>Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column</small>	CROSS REFERENCE <small>Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents.</small>	POINTS SCORING	POINTS AVAILABLE
<b>R1</b>	The Bidder's proposed designer has demonstrated experience in designing and creating professional infographics, info sheets, and technical/workshop reports and summary documents for Northern decision-makers and stakeholders.			2.5 points per year of experience  *Minimum Category Passing Score = 7.5 points*	25
<b>R2</b>	The Bidder's proposed designer has demonstrated experience designing and creating professional infographics, info sheets, and technical/workshop reports and summary documents covering Government of Canada priorities for Arctic and Northern Canada, including: a) Arctic Science b) Wildlife Research and Food Security c) Climate Change and Environmental Sciences d) Indigenous Research e) Reconciliation			3 points per item (a, b, c, d, e)  *Minimum Category Passing Score = 3 points*	15
<b>R3</b>	The Bidder's proposed designer has demonstrated experience facilitating discussions for projects concerning northern challenges.			1-2 projects = 10 points 3-5 projects = 15 points 6+ projects = 20 points	20
<b>MINIMUM OVERALL PASSING SCORE</b>					<b>36</b>
<b>MAXIMUM OVERALL AVAILABLE SCORE</b>					<b>60</b>

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## ANNEX "B"

### BASIS OF PAYMENT

- Firm Unit Price(s) must remain firm for each period of the Contract.
- Firm Unit Price(s) must be all inclusive and include any and all applicable charges – this includes, but not limited to labour, supervision, materials, printing, equipment, tools, travel, meals, as well as all applicable Customs Duties and Excise Taxes.
- Prices do not include Goods and Services Tax/Harmonized Sales Tax. Goods and Services Tax/Harmonized Sales Tax will be included as a separate line item to any Task Authorization issued under this Contract.
- Prices must be in Canadian Dollars (CAD).
- Firm Unit Price(s) for all items must be completed in accordance with the format shown in the tables below for *ALL* periods.
- Firm Unit Price(s) *NOT* provided will be taken as zero (0).
- Annual Estimated Usage(s) are for evaluation purposes *ONLY* and *DO NOT* form part of the Contract, actual usage may vary.

<b>FIRM YEAR 1</b> Date of Contract to 2021-03-31				
ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
<b>1</b>	<b>LABOUR</b>			
1.1	Project Management	30 hours	\$ /hour	\$
1.2	Editing	20 hours	\$ /hour	\$
1.3	Design	25 hours	\$ /hour	\$
<b>2</b>	<b>DELIVERABLES</b>			
2.1	Illustrations	10 units	\$ /unit	\$
<b>TOTAL EVALUATED PRICE: FIRM YEAR 1</b> <i>1.1C + 1.2C + 1.3C + 2.1C</i>				\$

<b>FIRM YEAR 2</b> 2021-04-01 to 2022-03-31				
ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
<b>1</b>	<b>LABOUR</b>			
1.1	Project Management	123 hours	\$ /hour	\$
1.2	Editing	125 hours	\$ /hour	\$
1.3	Design	125 hours	\$ /hour	\$
<b>2</b>	<b>DELIVERABLES</b>			
2.1	Illustrations	50 units	\$ /unit	\$
<b>TOTAL EVALUATED PRICE: FIRM YEAR 2</b> <i>1.1C + 1.2C + 1.3C + 2.1C</i>				\$

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<b>OPTION YEAR 1</b> 2022-04-01 to 2023-03-31 <i>*IF EXERCISED BY THE CONTRACTING AUTHORITY*</i>				
ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
<b>1</b>	<b>LABOUR</b>			
1.1	Project Management	30 hours	\$ /hour	\$
1.2	Editing	20 hours	\$ /hour	\$
1.3	Design	25 hours	\$ /hour	\$
<b>2</b>	<b>DELIVERABLES</b>			
2.1	Illustrations	10 units	\$ /unit	\$
<b>TOTAL EVALUATED PRICE: OPTION YEAR 1</b> 1.1C + 1.2C + 1.3C + 2.1C				\$

<b>OPTION YEAR 2</b> 2023-04-01 to 2024-03-31 <i>*IF EXERCISED BY THE CONTRACTING AUTHORITY*</i>				
ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
<b>1</b>	<b>LABOUR</b>			
1.1	Project Management	30 hours	\$ /hour	\$
1.2	Editing	20 hours	\$ /hour	\$
1.3	Design	25 hours	\$ /hour	\$
<b>2</b>	<b>DELIVERABLES</b>			
2.1	Illustrations	10 units	\$ /unit	\$
<b>TOTAL EVALUATED PRICE: OPTION YEAR 2</b> 1.1C + 1.2C + 1.3C + 2.1C				\$

<b>TOTAL EVALUATED BID PRICE</b>		
ITEM	DESCRIPTION	PRICE
<b>1</b>	TOTAL EVALUATED PRICE: FIRM YEAR 1	\$
<b>2</b>	TOTAL EVALUATED PRICE: FIRM YEAR 2	\$
<b>3</b>	TOTAL EVALUATED PRICE: OPTION YEAR 1	\$
<b>4</b>	TOTAL EVALUATED PRICE: OPTION YEAR 2	\$
<b>TOTAL EVALUATED BID PRICE</b> TOTAL EVALUATED PRICE: FIRM YEAR 1 + TOTAL EVALUATED PRICE: FIRM YEAR 2 + TOTAL EVALUATED PRICE: OPTION YEAR 1 + TOTAL EVALUATED PRICE: OPTION YEAR 2		\$



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## ANNEX "C"

### TASK AUTHORIZATION FORM PWGSC-TPSGC 572



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

Annex  
Annexe \_\_\_\_\_

Task Authorization Autorisation de tâche		Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶		
<b>For Revision only - Aux fins de révision seulement</b>		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
<b>Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.</b>		
<b>Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.</b>		
<b>1. Required Work: - Travaux requis :</b>		
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

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Annex  
Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

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

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

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

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ANNEX "D"

### TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

[TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

Or

Facsimile: (780) 497 – 3510

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**ANNEX "E"**

**NUNAVUT AGREEMENT**

This procurement is subject to the Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are referred to as Nunavut Benefits Criteria (NBC) and Inuit Benefits Criteria (IBC), and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan (IBP).

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area (NSA):

- a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

**INFORMATION**

For more information on the contents of these lists, please contact:

Nunavut Tunngavik Incorporated  
P.O. Box 280  
Rankin Inlet, Nunavut  
X0C 0G0

Telephone: 867-645-3199  
Facsimile: 867-645-3452  
<http://www.tunngavik.com>

## **PART A – INUIT BENEFITS PLAN (IBP)**

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

### **Definitions**

#### **Eligible Inuit labourer:**

1. An individual who is working performing services related to the project for a contractor, subcontractor or supplier who has a contract with PWGSC to do work related to the project; and
2. Must be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

#### **Inuit Firm Registry (IFR) Firm (prime contractor/subcontractor/supplier):**

1. An IFR Firm shall be a firm, the name of which appears on the most current list of Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement between the Inuit of the Nunavut Settlement area and Her Majesty the Queen in Right of Canada.  
<https://inuitfirm.tunnngavik.com/>

### **Evaluation: Commitment**

Bidders should provide a written plan of engagements, measures, and proposed procedures to be taken to deliver on the Inuit Benefit Criteria (IBC) and Nunavut Benefit Criteria (NBC) identified in the tables below.

For a bid to be assigned points for commitments made in respect to any IBP bid criteria, the bidder should provide proof to demonstrate how they will meet the objective of each criterion. Bidders should use the commitment tables below each criteria to detail their commitment.

#### **Score Calculations: Commitment**

For commitment, to establish the commitment score, each responsive bid will be prorated against the bidder proposing the highest commitment, where the proposal with the highest commitment receives full points.

<b><u>Example</u></b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Commitment</b>	20	35	60
<b>Calculation of Points</b>	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100% of total points available

### **Commitment Tables**

The tables below each criteria should be used by bidders to submit their proposals and to supplement their response.

If the Commitment Tables for each IBP criteria has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide the Commitment Tables within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, a score of 0 will be allocated for the Commitment requirement, as applicable.

For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits Plan and periodically receive performance monitoring results. Each commitment value will be confirmed during activities based on the commitment tables and supporting documentations provided by the Contractor and Technical and/or Project Authority, as applicable

### **Evaluation: Supporting Documentation**

The examples in the tables below are what a bidder must provide, at a minimum, to demonstrate their commitments. It is not an exhaustive list and bidders are responsible for providing sufficient proof to support the plan outlined and commitments made.

For demonstrating Inuit Ownership, percentages should be supported by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors. Verification of Inuit businesses will be made through the Inuit Firm Registry Database: <http://inuitfirm.tunnngavik.com>

### **Score Calculations: Supporting Documentation**

Each criterion indicates what the bidder should provide to support their demonstration of the applicable IBC for Supporting Documentation. To receive points for Supporting Documentation, the information should be submitted at bid closing. Bidders will be scored on a 0 – 5 rating guide. Scores will be distributed as follows:

<b>0</b>	Supporting documentation submitted was not relevant to the criterion or failed to submit any documentation. <b>Receives 0% of the weight assigned to a criterion.</b>
<b>1</b>	Supporting documentation demonstrates little understanding of the criterion. Proposed approach has significant weaknesses and is not likely to meet the requirements. <b>Receives 20% of the weight assigned to a criterion.</b>
<b>2</b>	Supporting documentation demonstrates some understanding of criterion. Proposed approach has weaknesses and is not likely to meet all of the requirements. <b>Receives 40% of the weight assigned to a criterion.</b>
<b>3</b>	Supporting documentation demonstrates adequate understanding of criterion. Proposed approach has minor weaknesses and is likely to meet most of the requirements. <b>Receives 60% of the weight assigned to a criterion.</b>
<b>4</b>	Supporting documentation demonstrates a good understanding of criterion. Proposed approach has few or no significant weaknesses and is likely to meet most or all of the requirements. <b>Receives 80% of the weight assigned to a criterion.</b>
<b>5</b>	Supporting documentation demonstrates expert understanding of criterion. Proposed approach has no or little apparent weaknesses and is likely to yield excellent results. <b>Receives 100% of the weight assigned to a criterion.</b>

If the Supporting Documentation for each IBP bid criteria has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide the Supporting Documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, a score of 0 will be allocated for the Supporting Documentation requirement, as applicable.

The Contractor must provide their IBP Commitments based on the Estimated Annual Usages for all firm years (firm year 1 and firm year 2) identified in Annex "B", Basis of Payment. The IBP Commitments (percentages and total dollar value) provided in the bid will be prorated to each Task Authorization for all firm and option years. For example, in Part B, Employment of Inuit Labour – Hours Commitment, if your committed percentage (D1) is 20%, you should commit 20% for Employment of Inuit Labour – Hours for each Task Authorization.

## **PART B – CONTRACTOR COMMITMENT**

<b>INUIT BENEFITS CRITERIA (IBC)</b>		
<b>EMPLOYMENT OF INUIT LABOUR</b>		
<b>This criterion is worth 10% of the bid evaluation points available.</b>		
<b>1.1</b>	<p><b>Labour – Hours Commitment</b> The employment of Inuit in carrying out the work of the contract.</p> <p>Bidders will be evaluated on their firm commitment to employ Inuit from the Nunavut Settlement Area, as defined in Part A, in carrying out the work. The percentages identified below relate specifically to labour hours regardless of whether they are prime contractor staff and/or subcontractor staff.</p> <p>Total Inuit labour hours (prime contractor and subcontractor): _____ (A1) Total non-Inuit labour hours (prime contractor and subcontractor): _____ (B1) Total Inuit and non-Inuit labour hours (prime contractor and subcontractor): _____ (C1)</p> <p>_____ <math>\frac{(A1)}{(C1)} \times 100 =</math> _____ Inuit Labour Hour Commitment % (D1)</p>	<b>/40</b>
<b>1.2</b>	<p><b>Labour – Financial Commitment</b> The total dollar value committed to the employment of on-site Inuit in carrying out the work of the contract.</p> <p>Bidders will be evaluated on the total dollar value commitment to employ on-site Inuit from the Nunavut Settlement Area, as defined in Part A, in carrying out the work. The percentages identified below relate specifically to the total dollar value of on-site labour hours regardless of whether they are prime contractor staff and/or subcontractor staff.</p> <p>Total dollar value of on-site Inuit labour (prime contractor and subcontractor): _____ (A2) Total dollar value of on-site non-Inuit labour (prime contractor and subcontractor): _____ (B2) Total dollar value of on-site Inuit and non-Inuit labour (prime contractor and subcontractor): _____ (C2)</p> <p>_____ <math>\frac{(A2)}{(C2)} \times 100 =</math> _____ Inuit Labour Financial Commitment % (D2)</p>	<b>/40</b>

Bidders should provide the total hours and dollar values by populating Table 1-A and 1-B below to detail your Inuit labour hours and financial commitment percentage (%). Simply indicating labour hour and dollar values and a percentage (%) commitment is not sufficient to achieve points.

### **Commitment Table 1 – Labour Commitment**

#### **1-A Total Inuit Labour**

<b>Employment Type or Position</b>	<b>Hourly Rate* (for the employment type or position) (X)</b>	<b>Total Inuit Labour Hours (Y)</b>	<b>Total Dollar Value (X x Y)</b>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total</b>		<b>(A1)</b>	<b>\$ (A2)</b>

#### **1-B Total non-Inuit Labour**

<b>Employment Type or Position</b>	<b>Hourly Rate* (for the employment type or position) (X)</b>	<b>Total non-Inuit Labour Hours (Y)</b>	<b>Total Dollar Value (X x Y)</b>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total</b>		<b>(B1)</b>	<b>\$ (B2)</b>

Note: \*The hourly rate must be the dollar value paid in CAD to the Inuit employee for work performed under the government contract.

<b>1.3</b>	<b>Inuit Labour – Supporting Documentation</b> Bidders must provide a written plan of engagements, measures, and proposed procedures they will implement to deliver their Inuit labour commitment.  The following is information required, at a minimum, to demonstrate Inuit labour commitment: <ul style="list-style-type: none"> <li>• list of specific positions and categories that will be staffed by Inuit;</li> <li>• overall percentage of labour that will be staffed by Inuit;</li> <li>• labour hours that will be staffed by Inuit;</li> <li>• description and duration of the work to be carried out for each position proposed to be filled by Inuit;</li> </ul>	/20
<b>Total Points Available for the Employment of Inuit Labour</b>		<b>/100</b>



<b>INUIT TRAINING AND SKILLS DEVELOPMENT</b> <b>This criterion is worth 10% of the bid evaluation points available</b>		
2.1	<p><b>Inuit Training and Skills Development – Hours Commitment</b>  Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training, apprenticeship programs, and other applicable training programs for Inuit from the Nunavut Settlement Area.</p> <ul style="list-style-type: none"> <li>Bidders are to identify what on-the-job or in-house training will consist of, the category of work, estimated number of hours and number of persons to be trained.</li> <li>Apprenticeship and/or applicable training and skill development programs are considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process.</li> <li>Inuit participation in training and skill development programs that are included in the scope of the contract are not eligible for consideration.</li> </ul> <p>Total Inuit Training and Skills Development hours: _____ (E1)</p>	/40
2.2	<p><b>Inuit Training and Skills Development – Financial Commitment</b>  Bidder will be evaluated on the total dollar value commitment to train and skill develop Inuit from the Nunavut Settlement Area..</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Instructor rates, materials, and/ or other training/ skill development supplies required may be eligible for consideration.</li> <li>External or third-party training costs may be eligible for consideration.</li> <li>Labour rates for on-the-job or in-house training, apprenticeship, and/ or other training/ skill development that has already been captured in 1.2 Inuit Labour – Financial Commitment cannot be captured in this criteria again.</li> </ul> <p>Total dollar value of Inuit Training and Skills Development: _____ (E2)</p>	/40

Bidders should provide the total hours and dollar values by populating Table 2 below to detail your Inuit training and skills development hours and financial commitment. Simply indicating training and skills development hours and dollar values is not sufficient to achieve points.

Solicitation No. - N° de l'invitation  
 3Y002-210023/A  
 Client Ref. No. - N° de réf. du client  
 3Y002-210023

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 NCS-0-43194

Buyer ID - Id de l'acheteur  
 NCS064  
 CCC No./N° CCC - FMS No./N° VME

**Commitment Table 2 – Inuit Training and Skills Development Commitment**

Employment Type or Position	Type of Training and/or Skills Development	Number of Inuit to be Trained	Training and/or Skills Development Hours	Total Dollar Value
				\$
				\$
				\$
				\$
				\$
<b>Total</b>			(E1)	\$ (E2)

2.3	<b>Inuit Training and Skills Development – Supporting Documentation</b> Bidders must provide a written plan of engagements, measures, and proposed procedures to be taken to deliver on the Inuit Training and Skills Development criteria.  The following is information required, at a minimum, to demonstrate Inuit training and skills development commitment: <ul style="list-style-type: none"> <li>• details on the type of training being offered and how it is relevant to the procurement (such as apprenticeships, school programs, internal/external training);</li> <li>• total number of Inuit training hours proposed;</li> </ul>	/20
<b>Total Points Available for Inuit Training and Skills Development</b>		/100

**INUIT OWNERSHIP (PRIME CONTRACTOR AND/OR SUB-CONTRACTOR/SUPPLIERS)**

**This criterion is worth 5% of the bid evaluation points available.**

3.1	<p><b>Inuit Ownership – Commitment</b> The use of Inuit Firm Registry (IFR) contractor/subcontractors/suppliers in carrying out the contract.</p> <p>Bidders will be evaluated on their firm commitment to use IFR subcontractors for services or the procurement of supplies and equipment from IFR businesses.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. If the Prime contractor is an IFR firm, the total dollar value of the IFR contracting will also include the prime contractor's portion of the contract.</li> <li>2. The Value of IFR contracting must not include any amount that has already been captured in 1.2 Labour – Financial Commitment and 2.2 Inuit Training and Skills Development – Financial Commitment above.</li> </ol> <p>Value of IFR contracting (prime contractor/subcontractor/supplier): _____ (F) + Value of non-IFR contracting (prime contractor/subcontractor/supplier): _____ (G) = Estimated value of IFR and non-IFR (prime contractor/subcontractor/supplier): _____ (H)</p> <p>_____ <math>\frac{(F)}{(H)}</math> X 100 = _____ Inuit Ownership Commitment % (I)</p>	/40
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Bidders should provide the dollar values by populating Table 3-A and 3-B below to detail your Inuit ownership commitment percentage (%). Simply indicating a dollar value and a percentage (%) commitment is not sufficient to achieve points.

### **Commitment Table 3 – Ownership Commitment**

#### **3-A Total Inuit Contractor/Sub-Contracting/Supplier Commitment**

<b>Company Name (contractor)</b>	<b>Description of the Work</b>	<b>Inuit Firm ID</b>	<b>Dollar Value of Contractor Portion</b>
			\$
<b>Company Name (subcontractor/supplier)</b>	<b>Description of the Work</b>	<b>Inuit Firm ID</b>	<b>Dollar Value of the Subcontract or Supplies/Services</b>
			\$
			\$
			\$
			\$
			\$
<b>Total</b>			<b>\$ (F)</b>

#### **3-B Total non-Inuit Sub-Contracting/Supplier Commitment**

<b>Company Name (subcontractor/supplier)</b>	<b>Description of the Work</b>	<b>Dollar Value of the Subcontract or Supplies/Services</b>
		\$
		\$
		\$
		\$
		\$
<b>Total</b>		<b>\$ (G)</b>

3.2	<b>Inuit Ownership (of prime or sub-contractor/suppliers) - Supporting Documentation</b> Bidders must provide a written plan of engagements, measures, and proposed procedures for their deliver on the Inuit Ownership (of prime or sub-contractor/suppliers) criteria.	/10
	The following are examples of what a bidder must provide to demonstrate their commitments: <ul style="list-style-type: none"> <li>• Demonstrable Inuit ownership of prime and/or subcontractor(s) through registration on the on the Inuit Firm Registry (IFR);</li> <li>• list of specific Inuit businesses that will be subcontractors/suppliers;</li> </ul>	
<b>Total Points Available for Inuit Ownership (of prime or sub-contractor/suppliers)</b>		<b>/50</b>

NUNAVUT BENEFITS CRITERIA (NBC)		
LOCATION OF BUSINESS IN THE NUNAVUT SETTLEMENT AREA (NSA) This criterion is worth 5% of the bid evaluation points available		
4.1	<p><b>Location – Commitment</b></p> <p>Bidders will be evaluated on their new or existing location of business in the NSA in performing work under the government contract. Contractor may have head offices, administrative offices, or other staffed facilities.</p> <p>A maximum of 50 points will be assigned for this criterion. Points will be assigned as follows:</p> <p><b>Contractor</b> (50 points [if contractor only]/ 25 points [contractor and subcontractors/suppliers]):</p> <ol style="list-style-type: none"> <li>1. Head Offices (20 points)</li> <li>2. Administrative Offices (20 points)</li> <li>3. Other Staffed Facilities (10 points)</li> </ol> <p><b>SUPPORTING DOCUMENTATION</b></p> <p>Bidders must provide details regarding the locations submitted. Information to include:</p> <ul style="list-style-type: none"> <li>• a description of the locations, including addresses;</li> <li>• describe the nature of the firm's presence in the NSA; and</li> <li>• number of years the firm has been in the identified locations in the NSA.</li> </ul>	/50
<b>Total Points Available for Inuit Location</b>		/50

Bidders should provide Table 4 below to provide details of location of business.

**Commitment Table 4 – Location of Business Commitment**

Company Name (contractor)	Address in the NSA	Nature of Presence and Office Type in the NSA
Company Name (subcontractor/supplier)	Address in the NSA	Nature of Presence and Office Type in the NSA

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3Y002-210023

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-0-43194

Buyer ID - Id de l'acheteur  
NCS064  
CCC No./N° CCC - FMS No./N° VME

IBP Dollar Value Portion of the Contract		
1.2	Total dollar value of on-site Inuit labour (Prime contractor and subcontractor) (A2)	\$ _____
2.2	Total dollar value of Inuit Training and Skills Development (E2)	\$ _____
3.1	Value of IFR contracting (prime contractor/subcontractor/supplier) (F)	\$ _____
Total		\$ _____

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## **PART C – CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION**

### **Part C and D is for the successful Contractor only.**

1. The Contractor must provide a summary of activities undertaken to meet the commitments made as part of the Inuit Benefits Plan (IBP) portion of their bid. The Certification and Achievement tables below must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the Contractor on a quarterly basis. The information provided will be used for Part D – Assessment of IBP Deduction.
2. This will include at a minimum a list of the achieved versus committed listed in the tables below.
3. The Contractor must indicate if any objectives were not met, identify why they were not, and explain how the situation will be remedied and within what timeframe.
4. Canada reserves the right to verify any information provided in the IBP.
5. When requested by Canada, an independent professional engaged by the Contractor will monitor and confirm that the Contractor has met their objectives. Refer to Article 7.4.3.3 –Third Party Independent Professional of the Contract Clauses.

#### **Return Reports to:**

**Contracting Authority Name:** Dallas Scott

**Title:** A/Procurement Specialist

**Email:** [dallas.scott@pwgsc-tpsgc.gc.ca](mailto:dallas.scott@pwgsc-tpsgc.gc.ca)

#### **Contractor Name:**

#### **Quarterly Report Schedule:**

- ☐ 1st quarter: April 1 to June 30
- ☐ 2nd quarter: July 1 to September 30
- ☐ 3rd quarter: October 1 to December 31
- ☐ 4th quarter: January 1 to March 31

The reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

## TABLE 1 –Labour Report

### 1-A Total Inuit Labour

Name and/or Beneficiary Number	Employment Type or Position	Hourly Rate Paid* (for the employment type or position) (X)	Total Inuit Labour Hours Worked (Y)	Total Dollar Value Paid (X x Y)
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total			(A1)	\$ (A2)

### 1-B Total non-Inuit Labour

Name	Employment Type or Position	Hourly Rate Paid* (for the employment type or position) (X)	Total non-Inuit Labour Hours Worked (Y)	Total Dollar Value Paid (X x Y)
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total			(B1)	\$ (B2)

Note: \*The hourly rate must be the dollar value paid in CAD to the Inuit employee for work performed under the government contract.



**TABLE 2 – Inuit Training and Skills Development Report**

Employment Type or Position	Type of Training and/or Skills Development	Number of Inuit Trained	Training and/or Skills Development Hours	Total Dollar Value Paid
				\$
				\$
				\$
				\$
				\$
<b>Total</b>			(E1)	\$ (E2)

Labour rates for on-the-job training, apprenticeship, and/ or other training/ skill development already been captured in Table 1-A cannot be captured in this table again.

**TABLE 3 – Ownership Report**

**3-A Total Inuit Contractor/Sub-Contracting/Supplier Commitment**

Company Name (contractor)	Description of the Work Completed	Inuit Firm ID	Dollar Value of Contractor Portion Paid
			\$
Company Name (subcontractor/supplier)	Description of the Work Completed	Inuit Firm ID	Dollar Value of the Subcontract or Supplies/Services Paid
			\$
			\$
			\$
			\$
			\$
<b>Total</b>			\$ (F)

NOTE: Only contractors, subcontractors and suppliers that can be confirmed as an Inuit businesses will be included in the calculations. Verification of Inuit businesses will be made in accordance with Part B, 3.1 Inuit Ownership (contractors, subcontractors and suppliers).

NOTE: Dollar value must not include any amount that has already been captured in Table 1-A and Table 2 above. 2.

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3Y002-210023/A  
Client Ref. No. - N° de réf. du client  
3Y002-210023

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-0-43194

Buyer ID - Id de l'acheteur  
NCS064  
CCC No./N° CCC - FMS No./N° VME

### 3-B Total non-Inuit Sub-Contracting/Supplier Report

Company Name (subcontractor/supplier)	Description of the Work Completed	Dollar Value of the Subcontract or Supplies/Services Paid	
		\$	
		\$	
		\$	
		\$	
		\$	
Total		\$	(G)

NOTE: Dollar value must not include any amount that has already been captured in Table 1-B above.

TABLE 4 – Location of Business Report

Company Name (contractor)	Address in the Nunavut Settlement Area (NSA)	Nature of Presence and Office Type in the NSA
Company Name (subcontractor/supplier)	Address in the Nunavut Settlement Area (NSA)	Nature of Presence and Office Type in the NSA

### Contractor Certification

#### INUIT BENEFIT PLAN REPORTING CERTIFICATION:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The Contractor certifies the information contained in the REPORTING TABLES is accurate and complete.

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## **PART D – ASSESSMENT OF IBP DEDUCTION**

### **Part C and D is for the successful Contractor only.**

1. If a Contractor does not meet their commitments for each IBC/NBC benefits per Task Authorization, Canada may deduct up to the IBP Deduction Amount from each Task Authorization Invoice Amount in accordance with the Assessment Tables below.
  - a. The IBP Deduction Amount is calculated as follows:

STEP 1:  $\frac{\text{IPB Total Dollar Value}}{\text{Total Evaluated Price Firm Year 1 + Firm Year 2}} = \text{IBP Deduction Percentage (\%)}$

STEP 2:  $\text{IBP Deduction Percentage} \times \text{Task Authorization Invoice Amount} = \text{IBP Deduction Amount (per Task Authorization)}$
2. The Contractor must provide a summary of activities undertaken to meet the commitments made as part of the IBP portion of their bid in Part C. The information provided will be used in the tables below to assess the Contractor's IBP deduction.
3. Canada reserves the right to verify any information provided in the IBP.
4. Where a Contractor is unable to deliver the level of IBC/NBC benefits committed in the IBP, the Contractor should submit proof of efforts demonstrated to achieve those benefits, at a level commensurate with IBP commitments made to Canada. Contractors who meet or exceed each of their IBP commitment(s) will receive full points for each due diligence criteria below.
5. When requested by Canada, an independent professional engaged by the Contractor will monitor and confirm that the Contractor has met their objectives. Refer to Article 7.4.3.3 – Third Party Independent Professional of the Contract Clauses.

IBP DEDUCTION CHECKLIST: FINAL IBP ASSESSMENT		
<b>STEP #</b>	<b>Contractor Name:</b> _____	
	<b>Total IBP Value (excluding applicable taxes):</b> _____	
<b>Inuit Benefits Criteria</b>		
<b>1</b>	<b>Inuit Labour</b>	
	Percentage Proposed	_____ %
	Percentage Achieved	_____ %
	Met: No applicable IBP deduction Not Met: Proceed to Table 1 to determine applicable IBP deduction	Met / Not Met
	Total Dollar Value Proposed	\$ _____
	Total Dollar Value Paid	\$ _____
	Met: No applicable IBP deduction Not Met: Proceed to Table 1 to determine applicable IBP deduction	Met / Not Met
	<b>Inuit Training and Skills Development</b>	
<b>2</b>	Hours Proposed	_____ hours
	Hours Achieved	_____ hours
	Met: No applicable IBP deduction Not Met: Proceed to Table 2 to determine applicable IBP deduction	Met / Not Met
	Total Dollar Value Proposed	\$ _____
	Total Dollar Value Paid	\$ _____
	Met: No applicable IBP deduction Not Met: Proceed to Table 2 to determine applicable IBP deduction	Met / Not Met
	<b>Inuit Ownership</b>	
	<b>3</b>	Percentage Proposed
Percentage Achieved		_____ %
Met: No applicable IBP deduction Not Met: Proceed to Table 3 to determine applicable IBP deduction		Met / Not Met
<b>Nunavut Benefits Criteria</b>		
<b>4</b>	<b>Location of Business</b> The Contractor must achieve a total score equal or equivalent to the score received during their initial bid evaluation, contractors receiving a score less than their initial score will be subject to an IBP deduction.	
	Evaluated Score at Contract Award	_____ points
	Points Achieved	_____ points
	Met: No applicable IBP deduction Not Met: Proceed to Table 4 to determine applicable IBP deduction	Met / Not Met
	<b>IBP Dollar Value Portion of the Contract</b>	
<b>5</b>	On-Site Inuit Labour Total Dollar Value Proposed	\$ _____
	Inuit Training and Skills Development Total Dollar Value Proposed	\$ _____
	Inuit Ownership Total Dollar Value Proposed	\$ _____
	<b>IBP Dollar Value Portion of the Contract Total</b>	\$ _____
<b>6</b>	<b>COMMENTS:</b>	

TABLE 1 - ASSESSMENT OF INUIT LABOUR IBP DEDUCTION													
ITEM #	REQUIREMENT			Weight	Score								
1	<p><b>Calculate the percentage of commitment achieved for Inuit labour based on the following formula, where:</b>            Achieved %: (a)            Proposed %: (b)            Percentage achieved %: (c)</p> <p>Score will be calculated as follows:  <math>(a) / (b) = (c) * 40</math></p> <p><b>Note:</b> If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 40 points.</p>			25									
2	<p><b>Calculate the percentage of commitment achieved for Inuit labour dollar value based on the following formula, where:</b>            Paid \$: (a)            Proposed \$: (b)            Percentage achieved %: (c)</p> <p>Score will be calculated as follows:  <math>(a) / (b) = (c) * 40</math></p> <p><b>Note:</b> If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 40 points.</p>			25									
3	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit employment commitments.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <table border="1"> <thead> <tr> <th>0 points</th> <th>15 points</th> <th>35 points</th> <th>50 points</th> </tr> </thead> <tbody> <tr> <td>No information submitted to demonstrate efforts to meet the IBP commitment</td> <td>Demonstrated little to no effort to meet the IBP commitment</td> <td>Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls</td> <td>Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls</td> </tr> </tbody> </table>			0 points	15 points	35 points	50 points	No information submitted to demonstrate efforts to meet the IBP commitment	Demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls	50	
0 points	15 points	35 points	50 points										
No information submitted to demonstrate efforts to meet the IBP commitment	Demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls										
4	<b>TOTAL ASSESSED SCORE</b>			100									
5	<p><b>TOTAL CALCULATED IBP DEDUCTION:</b>  <math>(100 - \text{Total Assessed Score})\% \times (30\% \times \text{IBP Dollar Value Portion of the Contract}) = \text{Calculated IBP Deduction}</math></p>			\$ _____									
6	<b>COMMENTS/JUSTIFICATIONS:</b>												
7	<p><b>SIGNATURE OF EVALUATION PANEL:</b>            Departmental Representative: _____            Project Authority: _____            Contracting Officer (PWGSC): _____</p>												

TABLE 2 - ASSESSMENT OF INUIT TRAINING AND SKILLS DEVELOPMENT IBP DEDUCTION													
ITEM #	REQUIREMENT			Weight	Score								
1	<p><b>Calculate the percentage of commitment achieved for Inuit training and skills development hours based on the following formula, where:</b> Achieved hours: (a) Proposed hours: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows: (a) / (b) = (c) * 40</p> <p><b>Note:</b> If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 40 points.</p>			25									
2	<p><b>Calculate the percentage of commitment achieved for Inuit training and skills development dollar value based on the following formula, where:</b> Paid \$: (a) Proposed \$: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows: (a) / (b) = (c) * 40</p> <p><b>Note:</b> If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 40 points.</p>			25									
3	<p><b>CONTRACTOR DUE DILIGENCE:</b> Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit training commitments. <b>Points awarded for contractor due diligence based on the following scale:</b></p> <table><tr><td>0 points</td><td>15 points</td><td>35 points</td><td>50 points</td></tr><tr><td>No information submitted to demonstrate efforts to meet the IBP commitment</td><td>Demonstrated little to no effort to meet the IBP commitment</td><td>Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls</td><td>Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls</td></tr></table>			0 points	15 points	35 points	50 points	No information submitted to demonstrate efforts to meet the IBP commitment	Demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls	50	
0 points	15 points	35 points	50 points										
No information submitted to demonstrate efforts to meet the IBP commitment	Demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls										
4	TOTAL ASSESSED SCORE (out of 100)			100									
5	TOTAL CALCULATED IBP DEDUCTION: (100 - Total Assessed Score)% x (30% x IBP Dollar Value Portion of the Contract) = Calculated IBP Deduction			\$ _____									
6	COMMENTS/JUSTIFICATIONS:												
7	SIGNATURE OF EVALUATION PANEL: Departmental Representative: _____ Project Authority: _____ Contracting Officer (PWGSC): _____												

TABLE 3 - ASSESSMENT OF INUIT OWNERSHIP IBP DEDUCTION													
ITEM #	REQUIREMENT			Weight	Score								
1	<p><b>Calculate the percentage of commitment achieved for Inuit content based on the following formula, where:</b></p> <p>Achieved %: (a) Proposed %: (b) Percentage achieved %: (c)</p> <p>Score will be calculated as follows: (a) / (b) = (c) * 40</p> <p><b>Note:</b> If (c) is less than 50%, the Contractor will receive 0 points. If (a) is greater than (b), the Contractor will receive a max of 40 points.</p>			25									
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier commitment.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <table border="1"> <thead> <tr> <th>0 points</th> <th>10 points</th> <th>18 points</th> <th>25 points</th> </tr> </thead> <tbody> <tr> <td>No information submitted to demonstrate efforts to meet the IBP commitment</td> <td>Demonstrated little to no effort to meet the IBP commitment</td> <td>Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls</td> <td>Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls</td> </tr> </tbody> </table>			0 points	10 points	18 points	25 points	No information submitted to demonstrate efforts to meet the IBP commitment	Demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls	25	
0 points	10 points	18 points	25 points										
No information submitted to demonstrate efforts to meet the IBP commitment	Demonstrated little to no effort to meet the IBP commitment	Demonstrated moderate effort to meet the IBP commitment and attempted to mitigate shortfalls	Demonstrated outstanding effort to meet the IBP commitment and were proactive to mitigate shortfalls										
3	<b>TOTAL ASSESSED SCORE</b>			50									
4	<p><b>TOTAL CALCULATED IBP DEDUCTION:</b>  <math>(50 - \text{Total Assessed Score})\% \times (30\% \times \text{IBP Dollar Value Portion of the Contract}) = \text{Calculated IBP Deduction}</math></p>			\$ _____									
5	<b>COMMENTS/JUSTIFICATIONS:</b>												
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p><b>Departmental Representative:</b> _____</p> <p><b>Project Authority:</b> _____</p> <p><b>Contracting Officer (PWGSC):</b> _____</p>												

TABLE 4 - ASSESSMENT OF LOCATION OF BUSINESS IBP DEDUCTION			
ITEM #	REQUIREMENT	Weight	Score
1	<p>Demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area (NSA).</p> <p><b>Calculate the score of commitments achieved for the existence of head offices, staffed administrative offices or other staffed facilities in the NSA based on the following formula, where:</b></p> <p>Evaluated Score at contact award: (a) Evaluated Score at contact assessment/completion: (b)</p> <p><b>Contractor</b> (50 points [if contractor only]/ 25 points [contractor and subcontractors/suppliers]):</p> <ol style="list-style-type: none"> <li>1. Head Offices (20 points)</li> <li>2. Administrative Offices (20 points)</li> <li>3. Other Staffed Facilities (10 points)</li> </ol> <p><b>Note:</b> If (b) is less than (a), the Contractor will receive 0 points. If (a) is equal or greater than (b), the Contractor will receive a max of 50 points.</p>	50	
2	<b>TOTAL ASSESSED SCORE</b>	50	
3	<p><b>TOTAL CALCULATED DEDUCTION:</b>  <math>(50 - \text{Total Assessed Score})\% \times (10\% \times \text{IBP Dollar Value Portion of the Contract}) = \text{Calculated IBP Deduction}</math></p>	\$ _____	
4	<b>COMMENTS/JUSTIFICATIONS:</b>		
5	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Departmental Representative: _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		



Solicitation No. - N° de l'invitation  
3Y002-210023/A  
Client Ref. No. - N° de réf. du client  
3Y002-210023

Amd. No. - N° de la modif.  
File No. - N° du dossier  
NCS-0-43194

Buyer ID - Id de l'acheteur  
NCS064  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "F"**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)