



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Travaux publics et Services gouvernementaux  
Canada  
Voir dans le document/  
See herein  
NA  
Québec  
NA

<b>Title - Sujet</b> Professional Services SA	
<b>Solicitation No. - N° de l'invitation</b> W2282-20AA95/B	<b>Date</b> 2021-01-22
<b>Client Reference No. - N° de référence du client</b> W2282-20AA95	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTB-825-16041	
<b>File No. - N° de dossier</b> MTB-0-43236 (825)	<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> Eastern Standard Time EST <b>on - le 2021-02-03</b> Heure Normale du l'Est HNE	
<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> Austin, Cindy	<b>Buyer Id - Id de l'acheteur</b> mtb825
<b>Telephone No. - N° de téléphone</b> (438) 995-7477 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE National Defence Headquarters OTTAWA Ontario Canada	

**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**

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Delivery Required - Livraison exigée</b> Voir doc.	<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	Plant/Usine		
1	Professional Services SA to conduc t a options ana	W2282	W2282	1	Lot	\$	\$	Voir doc.	

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## TITLE

Bid solicitation # W2282-21AA95/A, issued under the framework of the E60ZT-18TSPS Supply Arrangement for task-based professional services, for the provision of the following professional services: To conduct an options analysis and business case for the future support paradigm of the RMC Saint-Jean.

## 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### List of Attachments

Attachment 1 to part 1, List of Suppliers  
Attachment 1 to part 2, Non-Disclosure Agreement  
Attachment 1 to part 3, Pricing Schedule  
Attachment 1 to part 4, Technical Criteria  
Attachment 1 to part 5, Additional certifications required precedent to contract award

### List of Annexes

Annex A, Statement of Work;  
Annex B, Basis of Payment;  
Annex C, Security Requirement Check List (SRCL)

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

## 1.2 Summary

### 1.2.1 Title

Consultant Services – Option Analysis / Business Case for RMC Saint-Jean Support Concept Post March 2025

### 1.2.2 Description of Work

In accordance with provided Treasury Board Secretariat (TBS) and DND Project Approval Directive (PAD) Business Case and Options Analysis templates, the Contractor must conduct a Business Case and Options Analysis which analyzes all viable and feasible site support services including, but not limited to: real property management, food services, educational services, security, IT and communication services, accommodation services, environmental management, fitness services, recreational services, transportation services, medical and dental services, and site management services for the provision of a future RMC Saint-Jean support paradigm and make a recommendation for the ideal option. The delivery options must be within the RMC Saint-Jean site/area to accommodate all RMC Saint-Jean operational and educational requirements post March 2025.

Specific tasks are detailed in Annex A of the present document.

It is expected that about 100% of the work will be carried out in the Metropolitan Area of Montréal. It is only an estimate.

### 1.2.3 Additional Information

- a. The organization for which the services are to be rendered is the Department of National Defense.
- b. The period of the Contract is from date of Contract to August 31st 2021 inclusive with two (2) options to extend the contract by two (2) additional period, one of four (4) months and the second of (3) three months for a total possible contract length going to March 31<sup>st</sup>, 2022.
- c. The requirement is subject to the provisions of the "World Trade Organization Agreement on Government Procurement (WTO-AGP)", "the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the "Canadian Free Trade Agreement (CFTA)".
- d. The resulting contract will not include deliveries of services within locations within "Yukon, Northwest Territories, Nunavut, Quebec, or Labrador" that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within "Yukon, Northwest Territories, Nunavut, Quebec, or Labrador" that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.
- e. 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 Debriefings

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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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### **ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS**

Only selected TSPS SA Holders currently holding a TSPS SA under the E60ZT-18TSPS series of SAs are invited to compete. SA Holders may not submit a bid in response to this bid solicitation unless they have been invited to do so. However, should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five business days before the published bid closing date, and an invitation will be made to that SA Holder unless it would not be consistent with the efficient operation of the procurement process. In no circumstance will such an invitation require Canada to extend a bid closing date. The following SA Holders have been initially invited to bid on this requirement.

SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the E60ZT-18TSPS series as that joint venture at the time of bid closing in order to submit a bid.

1. Altis Human Resources (Ottawa) Inc.
2. Olav Consulting Corp
3. OLAV CONSULTING CORP., MOSHWA ABORIGINAL INFORMATION TECHNOLOGY CORPORATION, IN JOINT VENTURE
4. Tiree Facility Solutions Inc.

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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.

Subsection 3.a) of Section 01, Integrity Provisions - Bid, of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 calendar days.

#### 2.1.1 SACC Manual Clauses

[A7035T](#) (2007-05-25), List of Proposed Subcontractors.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

#### PWGSC Québec 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:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not 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.

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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](#).

### 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 Inquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 the province of Quebec .

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

## 2.6 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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## ATTACHMENT 1 TO PART 2- NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. EF245-190326 between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:  
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Signature

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Date

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

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically 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
- Section IV: Additional Information

Bids transmitted by facsimile or hardcopy will not be accepted.

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

#### **3.1.1 Multiple bids**

Multiple bids from the same Bidder (or a bid from a Bidder and another bid from any of its affiliates) are not permitted in response to this bid solicitation. Each Bidder must submit only a single bid. For the purpose of this bid solicitation, individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. If any Bidder submits more than one bid (or an affiliate also submits a bid), either on its own or as part of a joint venture, Canada will choose in its discretion which bid to consider.

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

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

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

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

The technical bid consists of the following:

- (i) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria;
- (ii) Each criteria should be addressed separately;
- (iii) To insure adequate evaluation of each technical criteria (mandatory and point rated), Bidders must clearly indicate the names of every proposed resource. Bidders must propose at one resource for each category indicated in Attachment 2;

- 
- (iv) The technical bid must demonstrate how each proposed resource meets the requirements listed in Attachment 2.
- a. Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.
  - b. For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date of bid closing
  - c. For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
  - d. The bid must not simply indicate the title of the individual's position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, will not be considered "demonstrated" for the purposes of the assessment. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

## Section II: Financial Bid

Bidders must submit their financial bid as follows:

- a. **Pricing:** Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 - Financial Bid Presentation Sheet. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single firm all-inclusive price, in Canadian funds, in each of the fields to be completed in Table 1 - Labor.
  - i. For each category of resources, only one hourly rate must be entered for each period;
  - ii. Each resource proposed for the Senior, Intermediate and Junior Real Property Project Manager categories should be listed in Table 1 - Labor.
- b. **Variation in resource rates from one year to another:** For a given resource category, when the financial tables provided by Canada allow different firm rates associated with a resource category to be established for different periods:
  - i. the rate presented in the tender must not increase by more than 3% from one period to another, and
  - ii. the rate presented in the tender for the same category of resources for any subsequent period must not be lower than the rate presented in the tender for the period including the first month of the initial period of the contract.
- c. **All costs must be included:** The financial bid must indicate all costs relating to the requirement described in this bid solicitation for the entire duration of the contract.
- d. **Prices Not Listed:** Bidders are asked to enter "\$ 0.00" for any item they do not intend to charge or that have already been added to other prices in the table. If the Bidder leaves the field blank,

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Canada will consider the price to be "\$ 0.00> for evaluation purposes and may ask the Bidder to confirm that the price is" \$ 0.00>. No tenderer will be authorized to add or modify a price during this confirmation. If the Bidder refuses to confirm that the price of a blank field is \$ 0.00, their bid will be declared non-responsive.

- e. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- f. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### **3.1.2 SACC Manual Clauses**

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

### **3.1.3 Electronic Payment of Invoices - Bid**

Canada requests that bidders:

- 1. select option 1 or, as applicable, option 2 below; and
- 2. include the selected option in Section II of their bid.

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

Option 1:

The Bidder accepts to be paid by 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)

Option 2:

- The Bidder does not accept to be paid by Electronic Payment Instruments.

### **Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

### **Section IV: Additional Information**

In Section IV of their bid, bidders should provide:

- 1. their legal name;
- 2. their Procurement Business Number (PBN);
- 3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;

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4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - and
  - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

### 3.2 Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- (i) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

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## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

Bidders must submit their financial proposal in accordance with *Section II: Financial Bid of Part 3 - Bid Preparation Instructions*.

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

For evaluation purposes only, the price of the bid will be determined as follows:

- 1) The estimated level of effort per year shown in Table 1 - Labor is only an approximation of the needs.
- 2) The Bidder must indicate at Table 1 - Labor the price information for each year of the contract period. The Bidder must indicate a firm, all inclusive, hourly rate.

Applicable taxes must be indicated separately.

- 3) The cumulative total of all resource categories will be calculated as follows:

**Cumulative total for Senior Project Leader for Real Property category**  
+  
**Cumulative total for Senior Business Analyst category**  
+  
**Cumulative total for Intermediate Business Process Consultant category**  
+  
**Cumulative total for Intermediate Portfolio Planner for Real Property category**  
+  
**Cumulative total for Senior Finance/Cost Specialist for Real Property category**  
+  
**Cumulative total for Intermediate Integrated Logistic Support (ILS) Specialist category**  
=  
**Cumulative total of all resource categories**

- 4) Total Bid Price for Evaluation Purposes = Cumulative total of all resource categories.

Each cumulative total by resource category will be calculated as follows:  $e = (a \times b) + (a \times c) + (a \times d)$

The rates included in this pricing schedule exclude the total estimated cost of the authorized travel and living expenses described in clause 2.1 of Annex B, Basis of Payment of Part 7 of the bid solicitation.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed inside the Metropolitan Area of Montreal (the limits of these regions are indicated in Annex B - Basis of Payment)

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

### TABLE 1 – LABOR

#### Initial Contract Period

Resource Categories	Level of Effort	Firm, all-inclusive hourly rates per category	Estimated Cost per category
	Estimated Level of Effort (a)	Contract Award to August 31 <sup>st</sup> , 2021 (b)	Estimated Cost per category (a x b)
<b>Senior Project Leader for Real Property</b> <i>(min. 1 resource)</i> Name: Name: Name:	1095 hours	\$	\$
<b>Senior Business Analyst</b> <i>(min. 1 resource)</i> Name: Name: Name:	1095 hours	\$	\$
<b>Intermediate Business Process Consultant</b> <i>(min. 1 resource)</i> Name: Name: Name:	1095 hours	\$	\$
<b>Intermediate Portfolio Planner for Real Property</b> <i>(min. 1 resource)</i> Name: Name: Name:	1095 hours	\$	\$

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<b>Senior Finance/Cost Specialist for Real Property (min. 1 resource)</b>	1095 hours	\$	\$
Name:			
Name:			
<b>Intermediate Integrated Logistic Support (ILS) Specialist (min. 1 resource)</b>	1095 hours	\$	\$
Name:			
Name:			
<b>Total Estimated Cost of Resources for Initial Contract Period</b>			\$

### First option period

Resource Categories	Level of Effort	Firm, all-inclusive hourly rates per category	Estimated Cost per category
	Estimated Level of Effort (a)	September 1 <sup>st</sup> , 2021 to December 31 <sup>st</sup> , 2021 (b)	Estimated Cost per category (a x b)
<b>Senior Project Leader for Real Property (min. 1 resource)</b>	615 hours	\$	\$
Name:			
Name:			
<b>Senior Business Analyst (min. 1 resource)</b>	615 hours	\$	\$
Name:			
Name:			
<b>Intermediate Business Process Consultant (min. 1 resource)</b>			
Name:			

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<b>Name:</b>			
<b>Name:</b>	615 hours	\$	\$
<b>Intermediate Portfolio Planner for Real Property (min. 1 resource)</b>			
<b>Name:</b>	615 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Senior Finance/Cost Specialist for Real Property (min. 1 resource)</b>			
<b>Name:</b>	615 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Intermediate Integrated Logistic Support (ILS) Specialist (min. 1 resource)</b>			
<b>Name:</b>	615 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Total Estimated Cost of Resources for First Option Period</b>			\$

### Second Option period

Resource Categories	Level of Effort	Firm, all-inclusive hourly rates per category	Estimated Cost per category
	Estimated Level of Effort (a)	January 1 <sup>st</sup> , 2022 to March 31 <sup>st</sup> , 2022 (b)	Estimated Cost per category (a x b)
<b>Senior Project Leader for Real Property (min. 1 resource)</b>			
<b>Name:</b>			
<b>Name:</b>			

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<b>Name:</b>	465 hours	\$	\$
<b>Senior Business Analyst (min. 1 resource)</b>			
<b>Name:</b>	465 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Intermediate Business Process Consultant (min. 1 resource)</b>			
<b>Name:</b>	465 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Intermediate Portfolio Planner for Real Property (min. 1 resource)</b>			
<b>Name:</b>	465 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Senior Finance/Cost Specialist for Real Property (min. 1 resource)</b>			
<b>Name:</b>	465 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Intermediate Integrated Logistic Support (ILS) Specialist (min. 1 resource)</b>			
<b>Name:</b>	465 hours	\$	\$
<b>Name:</b>			
<b>Name:</b>			
<b>Total Estimated Cost of Resources for Second Option Period</b>			\$

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### Total Estimated Cost of Resources including Option Periods

Resource Categories	Initial Contract Period (a)	Option Period One (b)	Option Period Two (c)	Cumulative Total per category (d)
	Contract Award to August 31 <sup>st</sup> , 2021	September 1 <sup>st</sup> , 2021 to December 31 <sup>st</sup> , 2021	January 1 <sup>st</sup> , 2022 to March 31 <sup>st</sup> , 2022	(d) = (a + b + c)
Senior Project Leader for Real Property	\$	\$	\$	\$
Senior Business Analyst	\$	\$	\$	\$
Intermediate Business Process Consultant	\$	\$	\$	\$
Intermediate Portfolio Planner for Real Property	\$	\$	\$	\$
Senior Finance/Cost Specialist for Real Property	\$	\$	\$	\$
Intermediate Integrated Logistics Support (ILS) Specialist	\$	\$	\$	\$
<b>Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

If the resource works as a subcontractor, the bidder should indicate the name of the subcontractor.

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## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

An evaluation team composed of representatives of Canada will evaluate the bids

#### 4.1.1 Technical Evaluation

##### 4.1.1.2 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of one or more of the following:

- a) The Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
- b) The Bidder's affiliates (i.e. parent, subsidiary or sister corporations, maximum of 2), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criteria; or
- c) The Bidder's affiliates (i.e. parent, subsidiary or sister corporations, maximum of 2), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criteria; or
- d) The experience of the Bidder's suppliers will not be considered.

##### 4.1.1.3 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing

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maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4, Technical Criteria.

#### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4, Technical Criteria. Point-rated technical criteria not addressed will be given a score of zero.

### **4.1.2 Financial Evaluation**

- 4.1.2** For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

## **4.2 Basis of Selection**

### **4.2.1. Basis of Selection – Highest Combined Rating of Technical Merit [70 %] and Price [30%]”;**

**4.2.1.1** To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 2 to Part 4 for the point rated technical criteria.

**4.2.1.2** Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

**4.2.1.3** The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 30$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

**4.2.1.4** A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 70$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

**4.2.1.5** The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$ .

**4.2.1.6** The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

**4.2.1.7** The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Score for All the Point Rated Technical Criteria</b>	OS1: 120/135	OS2: 98/135	OS3: 82/135
<b>Bid Evaluated Price</b>	P1: C\$60,000	P2: C\$55,000	<b>LP</b> and P3: C\$50,000
<b>Calculations</b>	<b>Technical Merit Score (OSi x 60)</b>	<b>Pricing Score (LP/Pi x 40)</b>	<b>Combined Rating</b>
<b>Bidder 1</b>	120/135 x 60 = 53.33	50/60 x 40 = 33.33	86.66
<b>Bidder 2</b>	98/135 x 60 = 43.55	50/55 x 40 = 36.36	79.91
<b>Bidder 3</b>	82/135 x 60 = 36.44	50/50 x 40 = 40.00	76.44

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### 1. INSTRUCTIONS

- i. The Bidder must provide the resumes of the proposed resources.
- ii. For mandatory technical criteria, the Bidder must provide all the information necessary to show that it meets the criteria; otherwise, the bid will be deemed non-responsive.
- iii. For point-rated criteria, no points will be awarded if the Bidder does not sufficiently show that it meets the criteria.
- iv. A number of projects can be used to demonstrate that the resource meets the criteria.
- v. The following information should be provided for each reference project:

Project Description	Project Title:  Location:
Role of the resource in the project, if any	
Value of the project (initial value and final value)	Initial value: \$ _____ Final value: \$ _____
Performance period of the project (month and year when the project began and ended) and period during which the resource participated in the project, if applicable	Project: <i>(Example: From May 2013 to July 2015 (27 months))</i>  Period of participation of the resource: <i>(Example: From June 2014 to May 2015 (12 months))</i>

### 2. Mandatory Technical Criteria

- a) The bid must meet and demonstrate the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to demonstrate that they meet the following mandatory evaluation criteria and support compliance with this requirement.
- b) Bids which fail to meet the mandatory technical criteria will be declared non-responsive and will automatically eliminate it from the process.
- c) Each mandatory technical criterion should be addressed separately.

MANDATORY TECHNICAL CRITERIA	MET	NOT MET	BIDDER'S RESPONSE
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			<b>CROSS-REF. TO PROPOSAL</b>
<b>MT 1</b>	<p>The Bidder must propose up to 3 and identify the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> resources in each the following categories:</p> <ul style="list-style-type: none"> <li>• Project Leader for Real Property, Senior Level;</li> <li>• Business Analyst, Senior Level;</li> <li>• Business Process Consultant, Intermediate Level;</li> <li>• Finance/Cost Specialist for Real Property, Senior Level;</li> <li>• Portfolio Planner for Real Property, Intermediate Level, and</li> <li>• Integrated Logistics Support (ILS) Specialist, Intermediate Level.</li> </ul> <p><i>The same individual may not be proposed for more than one (1) resource category.</i></p>		
<b>MT2</b>	<p>For all resource categories, the Bidder must demonstrate that the proposed resources have graduated with a minimum of a College or CEGEP Diploma from a recognized Canadian College in at least one of the following disciplines:</p> <ul style="list-style-type: none"> <li>• Architecture;</li> <li>• Construction Engineering;</li> <li>• Civic Engineering;</li> <li>• Mechanical Engineering;</li> <li>• Electrical; or</li> <li>• Commerce Degree from a Supply Chain Management Program</li> </ul> <p>Educational qualifications and professional certifications/designations should be supported by copies of appropriate documentation (degree, diploma or other verifiable proof).</p> <p>In cases where studies were completed in an institution outside Canada, only an equivalency certificate from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal and provincial governments and the International Credential Assessment Service of Canada, as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified on the <a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">Canadian Information Centre for International Credentials</a> Web site at the following address:</p> <p><a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</a>.</p>		

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<b>MT3</b>	The Bidder must demonstrate that its proposed resources for each resource category has a minimum of five (5) years of experience within the last ten (10) years managing a real property project(s).			
<b>MT4</b>	The Bidder must demonstrate that it has participated in at least two (2) major government and one (1) institution real property projects of comparable scope and complexity.			

### 3. Point Rated Technical Criteria

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

No points will be awarded if compliance with the point rated technical criterion is not sufficiently demonstrated.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive.

Each point rated technical criterion should be addressed separately.

Every bid that meets all the mandatory requirement above will be evaluated and rated on the following evaluation criteria:

- i. The bidding firm's weighted evaluation score will be calculated by multiplying each evaluation score for criteria 1.1 to 1.4 by its respective weighting and adding the resulting four weighted scores.
- ii. The bidding firm's weighted evaluation score must be a minimum of 50 points for the bid to be considered responsive. Any score below 50 points will cause the proposal to be automatically rejected.
- iii. Each proposed resources for the "Project Leader for Real Property" category must obtain a minimum score of 100 points. Any score below 100 points will result in the automatic rejection of the resource.
- iv. Each proposed resource for the "Business Analyst, Senior Level" category must obtain a minimum score of 100 points. Any score below 100 points will result in the automatic rejection of the resource.
- v. Each proposed resource for the " Business Process Consultant " category must obtain a minimum score of 70 points. Any score below 70 points will result in the automatic rejection of the resource.
- vi. Each proposed resource for the " Finance/Cost Specialist for Real Property " category must obtain a minimum score of 100 points. Any score below 100 points will result in the automatic rejection of the resource.

- vii. Each proposed resource for the " Portfolio Planner for Real Property " category must obtain a minimum score of 80 points. Any score below 80 points will result in the automatic rejection of the resource.
- viii. Each proposed resource for the " 6 Integrated Logistics Support (ILS) Specialist " category must obtain a minimum score of 50 points. Any score below 50 points will result in the automatic rejection of the resource.
- ix. Any experience and/or expertise and any previous projects submitted for evaluation must have been acquired during the 120 months prior to the closing date of the RFP. However, this time limit does not apply to the acquisition of the various diplomas and academic training.
- x. Following the evaluation of the resources, the proposal must have a minimum of one (1) resource as a Senior Project Manager for Real Property, one (1) resources as an Intermediate Project Manager for Real Property and one (1) resource as a Junior Project Manager for Real Property (for a minimum of 5 resources) otherwise the proposal will be automatically rejected.
- xi. The total evaluation score of a proposal will be calculated by multiplying the weighted score on criterion 1. Evaluation of the Bidding Firm by a weight of 40% and multiplying the total evaluation score on criterion 2. Evaluation of the Proposed Resources by a weight of 60% and finally by adding the two results together to obtain a score out of 100 points.
- xii. When more than one person is proposed for a resource category, each person will be evaluated separately, and the total score for the resource category will be the average score of all resources proposed. The average will be calculated by applying the same weight to all resources evaluated.
- xiii. Notwithstanding the average resource score, each resource must individually obtain the minimum score associated with the category in which the resource is proposed.
- xiv. For all criteria pertaining to the experience of the proposed resources, points will be awarded only for clearly demonstrated experience.
- xv. For the purposes of this evaluation, a period of one month means a period of four weeks (28 days).
- xvi. Please note that for each of the proposed resources, concurrent experience is not accepted. Concurrent experience is experience that has been acquired during the same period of time.

<b>1. EVALUATION OF THE BIDDING FIRM</b>	<b>A1 Evaluation Score (0 - 10)</b>	<b>B1 Weighting</b>	<b>Weighted Evaluation Score (A1 x B1)/10*100</b>
1.1 Presentation - Clarity		20%	
1.2 Comprehension of the Scope of Services		30%	
1.3 Firm's Capacity		30%	
1.4 Firm's Previous Experience		20%	

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TOTAL		___/40	100%		___/100%
2. EVALUATION OF THE PROPOSED RESOURCES (EXPERIENCE AND TRAINING)	Minimum	Maximum	A2 Evaluation Score (50 - 120)	B2 Weighting	Weighted Evaluation Score (A2 x B2)/maximum*100
2.1 Project Leader for Real Property, Senior Level	100	115		18%	
2.2 Business Analyst, Senior Level	100	115		18%	
2.3 Business Process Consultant, Intermediate Level	70	110		13%	
2.4 Finance/Cost Specialist for Real Property, Senior Level	100	120		20%	
2.5 Portfolio Planner for Real Property, Intermediate Level	80	115		18%	
2.6 Integrated Logistics Support (ILS) Specialist, Intermediate Level	50	110		13%	
<b>TOTAL</b>	<b>500</b>	<b>685</b>	<b>___/685</b>	<b>100%</b>	<b>___/100%</b>
3. TOTAL EVALUATION SCORE OF THE PROPOSAL		A3 Weighted Evaluation Score (Criteria 1 and 2)	B3 Weighting		Total Weighted Evaluation Score (A3 x B3)
1. Total weighted evaluation score of the bidding firm			40%		
2. Total evaluation score of the proposed resources			60%		
<b>TOTAL EVALUATION SCORE OF THE PROPOSAL</b>			<b>100%</b>		<b>___/100%</b>

1. EVALUATION OF THE BIDDING FIRM	Evaluation Score (0-10)	Weighting	Weighted Evaluation Score

<p><b>1.1 Presentation - Clarity</b></p> <p>The Bidder must demonstrate experience preparing and giving presentations. To demonstrate this experience, the Bidder must provide 3 samples of documents in report or PowerPoint format, written in clear language that is well-structured, easy to read, and concise and consisting of . There must be 3 samples provided in each official language. The Bidder may choose to provide the same document in English and in French, or different documents in English and in French. The documents must be no more than 10 pages each.</p> <p>This criterion 1.1 will be evaluated according to the evaluation grid below:</p> <p><i>10 points will be awarded if the presentation material provided is extremely coherent, clear and grammatically correct.</i></p> <p><i>5 points will be awarded if the presentation material provided is coherent, clear and grammatically correct.</i></p> <p><i>0 points will be awarded if the presentation material provided is marginally coherent, clear or grammatically correct.</i></p>	<p>—</p>	<p>20%</p>	<p>—</p>
<p><b>1.2 Comprehension of the Scope of Services</b></p> <p>The Bidder must demonstrate an understanding of the overall requirements for services, including specific deliverables, expected approaches, technical expectations, and coordination requirements, especially in delivering government real property projects.</p> <p><u>To demonstrate this experience, the Bidder must provide</u></p> <ul style="list-style-type: none"> <li>a) Scope of services – detailed list of services;</li> <li>b) Summary of your proposed typical work breakdown structure, i.e. resources assigned, time schedule, extent of work;</li> <li>c) Broader goals (federal image, sustainable development, sensitivities)</li> <li>d) Risk management strategy;</li> <li>e) Project management approach to working with a federal government department (understanding of the federal government management structure, client environment, the task authorization</li> </ul>	<p>—</p>	<p>30%</p>	<p>—</p>

<p>contracting process, and working with the government in general).</p> <p>This criterion 1.2 will be evaluated according to the evaluation grid below:</p> <p><i>10 points will be awarded if it demonstrates a detailed understanding of the scope of services; includes a complete review of other work relevant to the central concept upon which the Work is based; and explains and provides some justification why the proposed work will lead to the expected approach.</i></p> <p><i>5 points will be awarded if it demonstrates a general understanding of the scope of work, includes a review of other work relevant to the concept, and explains why the proposed Work will lead to the expected approach.</i></p> <p><i>0 points will be awarded if it does not exhibit an understanding or a limited understanding of the scope of services.</i></p>			
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<p><b>1.3 Capacity of Firm (Team Approach and Management of Services)</b></p> <p>The Bidder must demonstrate it has the capacity to perform the Work.</p> <p>To demonstrate this experience, the Bidder must provide</p> <ul style="list-style-type: none"> <li>a) Duties and responsibilities of key personnel;</li> <li>b) Assignment of the resources and availability of back-up personnel;</li> <li>c) Management and organization (reporting structure);</li> <li>d) Firm's approach to acting on the different tasks that will be assigned under this contract;</li> <li>e) Quality control techniques;</li> <li>f) Demonstration of how the team intends to meet the project response time requirements;</li> <li>g) Conflict resolution methods.</li> </ul> <p>This criterion 1.3 will be evaluated according to the evaluation grid below:</p> <p><i>10 points will be awarded if it is highly experienced in developing closely related projects of comparable scope and complexity. The proposed team possesses all the capabilities required to perform the Work.</i></p> <p><i>5 points will be awarded if has demonstrated some capability with closely related projects but some capabilities are missing to form comprehensive team.</i></p>	<p>—</p>	<p>30%</p>	<p>—</p>
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<p><i>0 points will be awarded if it has not demonstrated or limited capability with closely related projects of comparable scope and complexity.</i></p>			
<p><b>1.4 Firm's Previous Experience</b></p> <p>The Bidder must demonstrate that it has participated in a series of real property projects in developing closely related projects and of comparable scope and complexity.</p> <p>To demonstrate this experience, the Bidder must provide a brief description from the projects presented in M4 above, and involves the development of a multi-functional support plan that includes:</p> <ul style="list-style-type: none"> <li>• Real property management;</li> <li>• Food services;</li> <li>• Education services;</li> <li>• Security;</li> <li>• IT and communication services;</li> <li>• Accommodation services;</li> <li>• Environmental management;</li> <li>• Fitness services;</li> <li>• Recreational services;</li> <li>• Transportation services;</li> <li>• Medical and dental services; and</li> <li>• Site management services</li> </ul> <p>The following information must be provided for each project:</p> <ol style="list-style-type: none"> <li>a) Project title</li> <li>b) Location</li> <li>c) Project description</li> <li>d) Project value (identifying cost control/savings)</li> <li>e) Performance period of the project (month and year when the project began and ended) (e.g. from May 2013 to July 2015 (27 months))</li> <li>f) 2013 to July 2015 (27 months))</li> <li>g) Statement of services rendered, project objectives, constraints and deliverables</li> <li>h) Name and role of the resource in the project, where applicable</li> <li>i) Period of the resource's participation, where applicable (e.g. from June 2014 to May 2015 (12 months))</li> <li>j) Client references – name, address, telephone numbers and email address of contacts at the working level. References may be checked if necessary.</li> </ol>	<p>—</p>	<p>20%</p>	<p>—</p>

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<p>The Bidder (as defined in section G120 of the General Instructions) must have knowledge of the above-mentioned projects. Past project experience of entities other than the Bidder will not be considered in the evaluation unless these entities form part of a joint venture with the Bidder.</p> <p>Please indicate those projects that were carried out in a joint venture and the responsibilities of each of the entities involved in each project.</p> <p><b>Only projects that were started in the last ten (10) years will be accepted.</b></p> <p>This criterion 1.4 will be evaluated according to the evaluation grid below:</p> <p><i>10 points will be awarded if is highly experienced in developing closely related projects and of comparable scope and complexity.</i></p> <p><i>5 points will be awarded if it has demonstrated some experience With closely related projects.</i></p> <p><i>0 points will be awarded if it has not demonstrated or limited experience with closely related projects.</i></p>			
<p><b>Total weighted evaluation score of the firm (a minimum score of 50% out of 100 is required)</b></p>	<p>___/40</p>	<p>100%</p>	<p>___/100</p>

2. EVALUATION OF THE PROPOSED RESOURCES				
No.	Point Rated Technical Criterion	Min.	Max.	Bidder's Response/ Cross-Ref. to Proposal
<b>Workstream 4: Real Property Program Services, Resource Category 4.3, Project Leader for Real Property, Level 3, Senior, Minimum Score is 100</b>				
<b>RT1</b>	Relevant Education as it relates to the list identified in M2 above.  University (PhD, Graduate, Undergraduate, degree): 35 pts  College or CEGEP Diploma/Certificate: 25 pts	25	35	

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<b>2. EVALUATION OF THE PROPOSED RESOURCES</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>RT2</b>	The proposed resource must have at least one (1) of the following professional certifications: <ul style="list-style-type: none"> <li>• CAPM</li> <li>• PEng</li> <li>• PMP</li> <li>• PgMP</li> <li>• Canadian Institute of Planners</li> <li>• CMC</li> </ul>	0	15	
<b>RT3</b>	Relevant Experience in Consultant Category ≥1 yr and <2 yrs: 12-23 months: 10 pts ≥2 yrs and <4 yrs: 24-47 month: 20 pts ≥4 yrs and <6 yrs: 48-71 months: 30 pts ≥6 yrs and <8 yrs: 72-95 months: 35 pts ≥8 yrs and <10 yrs: 96-119 months: 55 pts ≥10 yrs: 120 + months: 65 pts	10	65	
<b>Overall Score</b>				

<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>Workstream 2: Business Consulting/Change Management, Resource Category 2.1, Business Analyst, Level 3, Senior, Minimum Score is 100</b>				
<b>RT1</b>	Relevant Education as it relates to the list identified in M2 above.  University (PhD, Graduate, Undergraduate, degree): 35 pts  College or CEGEP Diploma/Certificate: 25 pts	25	35	

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<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>RT2</b>	The proposed resource must have at least one (1) of the following professional certifications: <ul style="list-style-type: none"> <li>• CMC</li> <li>• Canadian Institute of Planners</li> <li>• CAPM</li> <li>• CBAP</li> <li>• CMA</li> <li>• PEng</li> <li>• PMP</li> </ul>	0	15	
<b>RT3</b>	Relevant Experience in Consultant Category  ≥1 yr and <2 yrs: 12-23 months: 15 pts  ≥2 yrs and <4 yrs: 24-47 months: 20 pts  ≥4 yrs and <6 yrs: 48-71 months: 30 pts  ≥6 yrs and <8 yrs: 72-95 months: 35 pts  ≥8 yrs and <10 yrs: 96-119 months: 55 pts  ≥10 yrs: 120 + months: 65 pts	15	65	
<b>Overall Score</b>				

<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>Workstream 2: Business Consulting/Change Management, Resource Category 2.5, Business Process Consultant, Level 2, Intermediate, Minimum Score is 70</b>				
<b>RT1</b>	Relevant Education as it relates to the list identified in M2 above.  University (PhD, Graduate, Undergraduate, degree): 35 pts  College or CEGEP Diploma/Certificate: 25 pts	25	35	

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<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>RT2</b>	The proposed resource must have at least one (1) of the following professional certifications: <ul style="list-style-type: none"> <li>• CMC</li> <li>• Canadian Institute of Planners</li> <li>• CAPM</li> <li>• CBAP</li> <li>• CMA</li> <li>• PEng</li> <li>• PMP</li> </ul>	0	15	
<b>RT3</b>	Relevant Experience in Consultant Category  ≥1 yr and <2 yrs: 12-23 months: 10 pts  ≥2 yrs and <4 yrs: 24-47 months: 20 pts  ≥4 yrs and <6 yrs: 48-71 months: 25 pts  ≥6 yrs and <8 yrs: 72-95 months: 35 pts  ≥8 yrs and <10 yrs: 96-119 months: 50 pts  ≥10 yrs: 120 + months: 60 pts	10	60	
<b>Overall Score</b>				

<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>Workstream 4: Real Property Project Management Services, Resource Category 4.5, Financial/Cost Specialist for Real Property, Level 3, Senior, Minimum Score is 100</b>				
<b>RT1</b>	Relevant Education as it relates to the list identified in M2 above.  University (PhD, Graduate, Undergraduate, degree): 35 pts  College or CEGEP Diploma/Certificate: 25 pts	25	35	

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<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>RT2</b>	The proposed resource must have at least one (1) of the following professional certifications: <ul style="list-style-type: none"> <li>• Appraisal Institute of Canada</li> <li>• CEC</li> <li>• PQS</li> <li>• CFP</li> <li>• CGA</li> <li>• CA</li> <li>• CFA</li> <li>• FChFP</li> <li>• MFP</li> <li>• RFP</li> </ul>	0	20	
<b>RT3</b>	Relevant Experience in Consultant Category ≥1 yr and <2 yrs: 12-23 months: 10 pts ≥2 yrs and <4 yrs: 24-47 months: 20 pts ≥4 yrs and <6 yrs: 48-71 months: 30 pts ≥6 yrs and <8 yrs: 72-95 months: 45 pts ≥8 yrs and <10 yrs: 96-119 months: 55 pts ≥10 yrs: 120 + months—65 pts	10	65	
<b>Overall Score</b>				
<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>Workstream 4: Real Property Project Management Services, Resource Category 4.6, Portfolio Planner for Real Property. Level 2, Intermediate, Minimum Score is 80.</b>				
<b>RT1</b>	Relevant Education as it relates to the list identified in M2 above.  University (PhD, Graduate, Undergraduate, degree): 35 pts  College or CEGEP Diploma/Certificate: 25 pts	25	35	

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<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>RT2</b>	The proposed resource must have at least one (1) of the following professional certifications: <ul style="list-style-type: none"> <li>• CMC</li> <li>• Canadian Institute of Planners</li> <li>• CAPM</li> <li>• CBAP</li> <li>• CMA</li> <li>• PEng</li> <li>• PMP</li> </ul>	0	15	
<b>RT3</b>	Relevant Experience in Consultant Category  ≥1 yr and <2 yrs: 12-23 months: 15 pts  ≥2 yrs and <4 yrs: 24-47 months: 25 pts  ≥4 yrs and <6 yrs: 48-71 months: 35 pts  ≥6 yrs and <8 yrs: 72-95 months: 45 pts  ≥8 yrs and <10 yrs: 96-119 months: 55 pts  ≥10 yrs: 120 + months: 65 pts	15	65	
<b>Overall Score</b>				

<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>Workstream 5: Technical, engineering and maintenance services (tems) stream, Resource Category 5.14, Integrated Logistics Support Specialist, Level 2, Intermediate, Minimum Score is 50.</b>				
<b>RT1</b>	Relevant Education as it relates to the list identified in M2 above.  University (PhD, Graduate, Undergraduate, degree): 35 pts  College or CEGEP Diploma/Certificate: 25 pts	15	35	

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<b>Point Rated Technical Criteria and Scores</b>				
<b>No.</b>	<b>Point Rated Technical Criterion</b>	<b>Min.</b>	<b>Max.</b>	<b>Bidder's Response/ Cross-Ref. to Proposal</b>
<b>RT2</b>	The proposed resource must have at least one (1) of the following professional certifications: <ul style="list-style-type: none"> <li>• PCMP</li> <li>• TWC 900 or TWC 950</li> <li>• C.P.P.</li> <li>• PCMP</li> <li>• PEng</li> <li>• PMP</li> </ul>	0	10	
<b>RT3</b>	Relevant Experience in Consultant Category  >1 yr and <2 yrs: 12-23 months: 10 pts  >2 yrs and <4 yrs: 24-47 months: 25 pts  >4 yrs and <6 yrs: 48-71 months: 35 pts  >6 yrs and <8 yrs: 72-95 months: 45 pts  >8 yrs and <10 yrs: 96-119 months: 55 pts  >10 yrs: 120 + months: 65 pts	10	65	
<b>Overall Score</b>				

When preparing their response, Bidders are encouraged to consult the TSPS Annex A: Streams and Categories website at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-anna-eng.html> ) for additional information (such as Certifications Examples).

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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 and Additional Information Required with the Bid

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

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

#### 5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

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

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information 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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Additional Certifications Required Precedent to Contract Award

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award .

## **ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD**

### **1. Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### **2. Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **3. Language skills**

The Bidder certifies having the language skills required to perform the work in accordance with the Statement of Work.

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## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

6.1.1 At the date of bid closing, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

If the information is not provided in or with the bid, the Contracting Authority will notify the Bidder and give them a time frame to comply with the requirements. Failure to respond to the request of the Contracting Authority and comply with the requirements within the specified time frame will result in the rejection of the bid.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. The decision to delay contract award, to allow the successful bidder to obtain the required security clearance, remains at the sole discretion of the Contracting Authority.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada ( <http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

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

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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 in Annex A.

#### 7.1.1 Optional Services

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

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

### 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.

### 7.3 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following replacements:

**Section 08 – Replacement of Specific Individuals**, of [2035](#) (2020-05-28) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

1. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - b. security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per 2 (b) below.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor"; or
  - b. assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for

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the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.

3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

**Section 17 - Interest on Overdue Accounts**, of [2035](#) (2020-05-28) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

With respect to **Section 30 - Termination for Convenience**, of [2035](#) (2020-05-28) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 04) The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract
- 05) Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
  - a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
  - b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 06) The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

#### 7.4 Inspection and Acceptance

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

#### 7.5 Non-Disclosure Agreement

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The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Attachment 1, Part 2, and provide it to the Contracting and Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## 7.6 Security Requirement

**7.6.1** The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EF245-190326 Revision # 9**

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved Document Safeguarding at the level of **protected B**, issued by the CSP of the ISS, PSPC
2. The contractor/offeror personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP/ISS/PSPC
3. The Contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP/ISS/PSPC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC
5. The contractor/offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex C.
  2. Industrial Security Manual (Latest Edition)

## 7.7 Contractor's Site or Premises Requiring Safeguarding Measures

**7.7.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Address:  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**7.7.2** The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Contractor and proposed individuals hold a valid security clearance at the required level.

## 7.8 Term of Contract

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## 7.9 Period of the Contract

The period of the Contract is from date of Contract to August 31<sup>st</sup>, 2021 inclusive.

## 7.10 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 periods, one of four (4) months and the second of three (3) months 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 10 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.

## 7.11 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 7.12 Comprehensive Land Claims Agreements (CLCAs)

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

## 7.13 Authorities

### 7.13.1 Contracting Authority

The Contracting Authority for the Contract is:

Cindy Austin  
Supply Team Leader  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: Royal Military College Saint-Jean  
15 Jacques Cartier North  
Building Delery (C-2046)  
Saint-Jean-sur-Richelieu,  
Qc J3B 8R8  
Telephone: (438) 995-7477  
(450) 358-6777 X5745  
E-mail address: [cindy.austin@tpsgc-pwgc.gc.ca](mailto:cindy.austin@tpsgc-pwgc.gc.ca)

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

### 7.13.2 Project Authority

(Will be fill at time of contract award.)

The Project Authority for the Contract is:

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

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

### 7.13.3 Procurement Authority

(Will be fill at time of contract award.)

#### 7.13.4

The Procurement Authority for the Contract is:

\_\_\_\_\_ (Name of Procurement Authority)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Organization)

\_\_\_\_\_ (Address)

Telephone: \_\_\_ - \_\_\_ - \_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_

E-mail: \_\_\_\_\_.

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement 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 Procurement Authority however the Procurement 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.

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### 7.13.5 Contractor's Representative

(Will be fill at time of contract award.)

## 7.14 Payment

### 7.14.1 Basis of Payment

#### 7.14.1.1 Limitation of Expenditures

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

#### 7.14.1.2 Authorized travel and Living Expenses

For work to be carried out at a workplace located in Metropolitan Area of Montreal (the limits of that region is indicated in Annex B - Basis of Payment):

- i. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - i. services provided within the Metropolitan Area of Montreal (the limits of this region is indicated in Annex B - Basis of Payment);
  - ii. any travel between the Contractor's place of business and the Metropolitan Area of Montreal;
  - iii. relocation of personnel required to satisfy the terms of this Contract.
- b. For services to be provided outside of the Metropolitan Area of Montreal, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". These costs will be calculated from the Metropolitan Area closest to the work.
  - i. All travel must have the prior authorization of the Technical Authority;
  - ii. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

#### 7.14.3 Canada's Total Liability

- A. For the Work described in the Statement of Work in Annex A, Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.
- B. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor

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unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- C. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.14.4 Method of Payment**

For the Work described in the Statement of Work in Annex A:

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90% percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the amount claimed is in accordance with the basis of payment;
  - c. the total amount for all progress payments paid by Canada does not exceed 90% percent of the total amount to be paid under the Contract;
  - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **7.15 SACC Manual Clauses**

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[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department  
[C0305C](#) (2014-06-26), Cost Submission

## 7.16 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- 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)

## 7.17 Discretionary Audit

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

## 7.18 Invoicing Instructions – Progress Payment Claim – Supporting Documentation required

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- (a) all information required on form [PWGSC-TPSGC 1111](#);
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) the description of the milestone invoiced, as applicable.

2. Each claim must be supported by:

- (a) a list of all expenses, in accordance with the Statement of Work;
- (b) a copy of time sheets to support the time claimed;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (d) a copy of the monthly progress report.

3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

4. The Contractor must prepare and certify the claim on form [PWGSC-TPSGC 1111](#), and forward to the Contracting Authority by email address below for certification:

[Cindy.Austin@pwgsc-tpsgc.gc.ca](mailto:Cindy.Austin@pwgsc-tpsgc.gc.ca)

The Contracting Authority will then forward the claim to the Project Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

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5. The Contractor must not submit claims until all work identified in the claim is completed.

## **7.19 Certifications and Additional Information**

### **7.19.1 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.

### **7.19.2 Canadian Content Certification**

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

## **7.20 Applicable Laws**

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

## **7.21 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 ( 2020-05-28 ), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List; and
- (f) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ and, as amended on \_\_\_\_\_.

## **7.22 Foreign Nationals**

SACC Manual clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)  
SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

## **7.23 Insurance**

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

## **7.24 Proactive Disclosure of Contracts with Former Public Servants**

SACC Manual clause [A3025C](#) (2020-05-04), Proactive Disclosure of Contracts with Former Public Servants

## **7.25 Identification Badge**

SACC Manual Clause [A9065C](#) (2006-06-16), Identification Badge

## **7.26 Dispute Resolution**

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- (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**

# **STATEMENT OF WORK**

## **FOR**

**Consultant Services – Option Analysis / Business Case**

**RMC Saint-Jean Support Concept Post March 2025**

**1 DECEMBER 2020**

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## **Consultant Services – Option Analysis / Business Case RMC Saint-Jean Support Concept Post March 2025**

### **1. BACKGROUND**

When the Collège militaire royal de Saint-Jean ( RMC Saint-Jean) closed in 1994, the real property and the chattel of the Government of Canada/ Department of National Defence (DND) site was leased to Le Conseil économique du Haut-Richelieu (CEHR). The last lease agreement was signed on 14 September 2000 and will expire on 31 August 2025. In 1995, Le CEHR created Corporation du Fort Saint-Jean (CFSJ), a non-profit organization, to act as the site operator. The expectation was that CFSJ could operate the site to generate revenue for the local community that would offset the impact of the RMC Saint-Jean closure.

The Ministers of DND and Public Works and Government Services Canada (PWGSC) now Public Services and Procurement Canada (PSPC) announced the re-opening of the RMC Saint-Jean, on July 19, 2007. Significant capital investment to accommodate a full contingent of students, teachers and support personnel was required. The value of services to support the DND activities at the Campus du Fort Saint-Jean to the end of the lease was estimated at \$700 million.

PWGSC, awarded a sole source, cost reimbursable contract (W2294-05-DD02/001/PSD) to Corporation du Fort Saint-Jean (CFSJ) with an initial value of \$106.7M in January 2009. The contract was initially for five years with two option periods extending it to 31 March 2025. The final option period has been exercised with the provision of services from 01 April 2019 to 31 March 2025 at an incremental value of \$193.24M for a total contract value of \$441.7M.

### **2. OBJECTIVE**

The objective of this Statement of Work (SOW) is to contract the services of a third party consultant who will build a team of multi-disciplinary professionals and be accountable for delivering a viable Business Case and Options Analysis for the future RMC Saint-Jean support services.

The capabilities/resources required to complete the work includes, but is not limited to, the following:

- i. Project Leader for Real Property, Senior Level;
- ii. Business Analyst, Senior Level;
- iii. Business Process Consultant, Intermediate Level;
- iv. Finance/Cost Specialist for Real Property, Senior Level
- v. Portfolio Planner for Real Property, Intermediate Level; and
- vi. Integrated Logistics Support (ILS) Specialist, Intermediate Level

### **3. LIST OF ACRONYMS**

- CDA– Canadian Defence Academy;
- CEHR – Le Conseil économique du Haut-Richelieu
- CFB – Canadian Forces Base;
- CFSJ – Corporation du Fort Saint-Jean;

- DND – Department of National Defence;
- GOC – Government of Canada;
- PSPC – Public Services and Procurement Canada;
- PWGSC – Public Works and Government Services Canada;
- TA – Technical Authority; and
- TBS – Treasury Board Secretariat

#### **4. APPLICABLE REFERENCE DOCUMENTS**

The Contractor will be provided with the following reference documents:

- AD1: Copy of Contract No. W2294-05DD02/001/PSD Client Ref No. 4938-5-CDA01;
- AD2: RMC Saint-Jean Concept of Operations (See SOCD);
- AD3: RMC Saint-Jean Background Briefs;
- AD4: CFB St-Jean Concept of Operations;
- AD5: Real Property Operations Detachment Concept of Operations RMC Saint-Jean Organizational Charts;
- AD6: Department of National Defence Project Approval Directive;
- AD7: Treasury Board of Canada Secretariat, Business Case Guide, 2009;
- AD8: DND Cost Factors Manual;
- AD9: Strong, Secure and Engaged Canadian Defence Policy;
- AD10: Statement of Operational Capability Deficiencies (SOCD);
- AD11: High Level Mandatory Requirements for RMC Saint-Jean Future Support Paradigm (See SOCD)
- AD12: Strong, Secure and Engaged –Canada’s Defence Policy; and
- AD13: DND Economic Model (latest version).
- AD14: EY Study RMC Saint-Jean Governance Analysis Feb. 2020
- AD15: Other Applicable Reference Documents (as required)

#### **5. SCOPE OF WORK**

In accordance with provided Treasury Board Secretariat (TBS) and DND Project Approval Directive (PAD) Business Case and Options Analysis templates, the Contractor must conduct a Business Case and Options Analysis which analyzes all viable and feasible site support services including, but not limited to: real property management, food services, educational services, security, IT and communication services, accommodation services, environmental management, fitness services, recreational services, transportation services, medical and dental services, and site management services for the provision of a future RMC Saint-Jean support paradigm and make a recommendation for the ideal option. The delivery options must be within the RMC Saint-Jean site/area to accommodate all RMC Saint-Jean operational and educational requirements post March 2025.

#### **6. TASKS**

The Contractor must perform the following tasks which may include, but are not limited to:

- 6.1 Using the documents provided in Section 4 – Applicable Reference Documents of this SOW,

develop a draft breakdown work plan, including the level of effort of each resource, to present in the kick-off meeting. The Contractor should use the provided documents to understand and become familiar with the current service delivery model and the requirement of this SOW;

- 6.2 The Contractor must meet with project stakeholders as well as schedule and co-ordinate with the Technical Authority (TA) the following meetings, which may include site visits or additional meetings as required:
  - 6.2.1 Kick-Off Meeting: The kick-off meeting will provide an opportunity for the Contractor to introduce his team and review the draft work plan with the Technical and Contracting Authority;
  - 6.2.2 Progress Meetings: Progress meetings will be held on a bi-weekly continuous basis to provide complete and detailed progress reports identifying status updates for all tasks and discuss risks and opportunities with the TA. The Contractor must prepare the presentations and any supporting material. The TA will determine and advise the Contractor if the meeting will be held in-person or virtually and the Contractor must coordinate the meeting as requested.
  - 6.2.3 Final Review Meeting. The final review meeting will provide an opportunity for the Contractor, the TA, and other invited attendees to review and discuss in detail the content of the Final Business Case and Options Analysis report.

For all meetings, the Contractor must:

- Prepare presentations and supporting material for all Progress Meetings
  - Draft and provide the meeting agenda(s) to the TA at least 5 working days in advance of the meeting for review and approval;
  - Provide the TA with any relevant documentation related to the delivery of the meeting; and
  - Record the minutes of each meeting and forward to the TA no longer than 5 working days after the meeting for review and approval;
- 6.3 The Contractor must provide a final breakdown work plan itemizing every task completed in accordance with this SOW.
  - 6.4 Conduct an assessment and analysis which must include:
    - 6.4.1 Qualitative and quantitative aspects that affect the RMC Saint-Jean operations to determine the future operational, logistical and educational delivery requirements of RMC Saint-Jean to be developed into a list of feasible and viable option(s); and
    - 6.4.2 Conduct an analysis for each feasible and viable options in accordance with the TBS and DND Business Case/Options Analysis templates;
    - 6.4.3 Provide Market and Risk Assessments

- 6.5 Perform a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis for each feasible option(s);
- 6.6 Prepare a Business Case and Options Analysis final report in draft format and formally present the findings and recommendations to the TA and project stakeholders; and
  - 6.6.1 After the Final Review Meeting, submit the final report.

**OPTIONAL TASKS**

- 6.7 On an as and when required basis, develop and write a Master Implementation Plan.
- 6.8 On an as and when required basis, review and update the current RMC Saint-Jean SOW/Statement of Requirement (SOR) in Annex A of this document.

**7. DELIVERABLES**

**Table 1 - Deliverables**

<b>Deliverable Number</b>	<b>Task Reference</b>	<b>Description of the Deliverable</b>	<b>Quantity</b>	<b>Delivery Format</b>	<b>No. of Working Days after Contract Award</b>
7.1	6.1	Draft Breakdown Work Plan	1	1 Electronic File in Word, PowerPoint or PDF format in English	14
7.2	6.2.1	Kick-Off Meeting	1	1 Electronic File in Word, PowerPoint or PDF format in English	14
7.3	6.2.2	Progress Meetings	14 - subject to change	1 Electronic File in Word, PowerPoint or PDF format in English	on an ongoing bi-weekly basis
7.4	6.3	Final Breakdown Work Plan	1	1 Electronic File in Word, PowerPoint or PDF format in English	40
7.5	6.4.1	Qualitative and Quantitative Assessment	1	1 Electronic File in Word, PowerPoint or PDF format in	100

				English	
7.6	6.4.2	Options Analysis	1	1 Electronic File in Word, PowerPoint or PDF format in English	100
7.7	6.4.3	Market and Risk Assessment	1	1 Electronic File in Word, PowerPoint or PDF format in English	100
7.8	6.5	SWOT	1	1 Electronic File in Word, PowerPoint or PDF format in English	120
7.9	6.6	Business Case and Options Analysis Final Report (draft version) and Presentation	1	1 Electronic File in Word, PowerPoint or PDF format	165
7.10	6.2.3	Final Review Meeting	1	1 Electronic File in Word or pdf format in English and French?	180
7.11	6.6.1	Business Case and Options Analysis Final Report	8	Cerlox bound hard copies.  4 copies each in English and in French	190
<b>OPTIONAL DELIVERABLE</b>					
7.12	6.7	Master Implementation Plan	1	1 Electronic File in Word or pdf format in English	250
7.13	6.8	RMC Saint-Jean SOW Update/Review	1	1 Electronic File in Word, PowerPoint or PDF format	310

After submission of a deliverable, if the Contractor has to amend any documentation requested by the TA in order to be approved and/or accepted, the Contractor will have five (5) working days to resubmit the amended deliverable.

## **8. OFFICIAL LANGUAGE**

All resources must be bilingual (English and French).

## **9. LOCATION OF WORK**

The majority of work by the Contractor must be performed from the RMC Saint-Jean site. However, there may be a requirement to conduct on-site work in the RMC Saint-Jean surrounding area. The Contractor will be required to interact with the staff members of RMC Saint-Jean, Chief of Defence Academy, Military Personnel Command Engineer, Real Property Operations Detachment Saint-Jean, CEGEP Saint-Jean, PSCP Saint-Jean, ADM (Mat) and CFB Saint-Jean on an as and when required basis.

## **10. SECURITY REQUIREMENTS**

The Contractor must hold a valid Enhanced Reliability Status security clearance.

## **11. GOVERNMENT FUNDED EQUIPMENT (GFE)**

The DND will provide furnished office space as required at RMC Saint-Jean.

## **12. SPECIAL CONSIDERATIONS**

The following special considerations may occur during the contract period:

- 12.1 Due to COVID-19 all meetings may need to take place using remote meeting tools and software acceptable to all parties; and
- 12.2 Access to buildings may be limited due to COVID-19 pandemic protocols

## ANNEX B, BASIS OF PAYMENT

### A - Contract Period (From Contract award to August 31, 2021)

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

#### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

(insert data at contract award)

Category	Name	All Inclusive Fixed Daily Rate	Estimated number of days required to perform the Work
Senior Project Leader for Real Property			
Senior Business Analyst			
Intermediate Business Process Consultant			
Senior Finance/Cost Specialist for Real Property			
Intermediate Portfolio Planner for Real Property			
Intermediate Integrated Logistics Support (ILS) Specialist			

**Total Estimated Cost of Professional Fees:** \$ \_\_\_\_\_ (insert amount at contract award)

#### Definition of a Day/Proration

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

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## 2.0 Cost Reimbursable Expenses

### 6.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in section 6 of the Statement of Work in Annex A , the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed , at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Outside the Metropolitan Area of Montreal (the limits of these regions are indicated in Annex B - Basis of Payment) Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations."

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ (insert amount at contract award)

### **Metropolitan Area of Montreal**

Bounded on the west by the Ontario border and a north-south line running from Ste-Agathe-des-Monts to Carillon, as far north as Louiseville, on the east by a north-south line from Louiseville, passing by Drummondville, to Bromont, on the south by the United States of America (USA) border.

### 2.2 Subcontracts

The Contractor will be reimbursed the expenses for subcontracts it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of a copy of the invoice ( supported by receipt vouchers (as applicable)) the contractor received from the subcontractor.

<b>Subcontractor</b>	<b>Estimated Cost</b>
----------------------	-----------------------

(insert data at contract award)

_____	\$ _____
_____	\$ _____

Total Estimated Cost of Subcontracts: \$\_\_\_\_\_ (insert amount at contract award)

### 2.3 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

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**Allowable Categories**

(insert data at contract award)

\_\_\_\_\_  
\_\_\_\_\_

**Estimated Cost**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total Estimated Cost of Other Direct Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

Total Estimated Cost- Cost Reimbursable Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

**3.0 Total Estimated Cost- Contract Period: \$ \_\_\_\_\_ (insert amount at contract award)**

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause \_\_\_\_\_ (insert the applicable basis of payment clause number and title) of the Contract.

**B - Options to Extend the Term of the Contract**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**B1 – First (1) Extended Contract Period (From September 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2021)**

**1.0 Professional Fees**

The Contractor will be paid all inclusive fixed time rates as follows:

(insert data at contract award)

Category	Name	All Inclusive Fixed Daily Rate	Estimated number of days required to perform the Work
Senior Project Leader for Real Property			
Senior Business Analyst			
Intermediate Business Process Consultant			
Senior Finance/Cost Specialist for Real Property			

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Intermediate Portfolio Planner for Real Property			
Intermediate Integrated Logistics Support (ILS) Specialist			

**Total Estimated Cost of Professional Fees:** \$\_\_\_\_\_ (insert amount at contract award)

### **Definition of a Day/Proration**

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

- iii. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- iv. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

## **2.0 Cost Reimbursable Expenses**

### **6.2 Authorized travel and living expenses for Work**

Concerning the requirements to travel described in section 6 of the Statement of Work in Annex A , the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed , at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees."

Outside the Metropolitan Area of Montreal (the limits of these regions are indicated in Annex B - Basis of Payment) Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations."

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ (insert amount at contract award)

### **Metropolitan Area of Montreal**

Bounded on the west by the Ontario border and a north-south line running from Ste-Agathe-des-Monts to Carillon, as far north as Louiseville, on the east by a north-south line from Louiseville, passing by Drummondville, to Bromont, on the south by the United States of America (USA) border.

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## 2.2 Subcontracts

The Contractor will be reimbursed the expenses for subcontracts it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of a copy of the invoice ( supported by receipt vouchers (as applicable)) the contractor received from the subcontractor.

Subcontractor (insert data at contract award)	Estimated Cost
_____	\$ _____
_____	\$ _____

Total Estimated Cost of Subcontracts: \$ \_\_\_\_\_ (insert amount at contract award)

## 2.3 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Allowable Categories (insert data at contract award)	Estimated Cost
_____	\$ _____
_____	\$ _____

Total Estimated Cost of Other Direct Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

Total Estimated Cost- Cost Reimbursable Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

## 3.0 Total Estimated Cost- Contract Period: \$ \_\_\_\_\_ (insert amount at contract award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.1.1 of the Contract.

## B2 – Second (2<sup>nd</sup>) Extended Contract Period (From January 1<sup>st</sup>, 2022, to March 31, 2022)

### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:  
(insert data at contract award)

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Category	Name	All Inclusive Fixed Daily Rate	Estimated number of days required to perform the Work
Senior Project Leader for Real Property			
Senior Business Analyst			
Intermediate Business Process Consultant			
Senior Finance/Cost Specialist for Real Property			
Intermediate Portfolio Planner for Real Property			
Intermediate Integrated Logistics Support (ILS) Specialist			

**Total Estimated Cost of Professional Fees:** \$ \_\_\_\_\_ (insert amount at contract award)

### **Definition of a Day/Proration**

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

- v. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- vi. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

## **2.0 Cost Reimbursable Expenses**

### **6.3 Authorized travel and living expenses for Work**

Concerning the requirements to travel described in section 6 of the Statement of Work in Annex A , the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed , at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Outside the Metropolitan Area of Montreal (the limits of these regions are indicated in Annex B - Basis of Payment) Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations."

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All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

### **Metropolitan Area of Montreal**

Bounded on the west by the Ontario border and a north-south line running from Ste-Agathe-des-Monts to Carillon, as far north as Louiseville, on the east by a north-south line from Louiseville, passing by Drummondville, to Bromont, on the south by the United States of America (USA) border.

### **2.2 Subcontracts**

The Contractor will be reimbursed the expenses for subcontracts it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of a copy of the invoice ( supported by receipt vouchers (as applicable)) the contractor received from the subcontractor.

<b>Subcontractor</b>	<b>Estimated Cost</b>
(insert data at contract award)	
_____	\$ _____
_____	\$ _____

Total Estimated Cost of Subcontracts: \$ \_\_\_\_\_ (insert amount at contract award)

### **2.3 Other Direct Expenses**

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

<b>Allowable Categories</b>	<b>Estimated Cost</b>
(insert data at contract award)	
_____	\$ _____
_____	\$ _____

Total Estimated Cost of Other Direct Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

Total Estimated Cost- Cost Reimbursable Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

**3.0 Total Estimated Cost- Contract Period: \$ \_\_\_\_\_ (insert amount at contract award)**

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes

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as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause \_\_\_\_\_ (insert the applicable basis of payment clause number and title) of the Contract.

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## ANNEX C, SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W2282-2020-AA95
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND/MPC</b>		2. Branch or Directorate / Direction générale ou Direction DGMPSS/DMPSS/Technical Services	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail This SRCL is in support of the CMR St-Jean Future Support Paradigm Options Analysis/Business Case consultant contract.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>	<b>Foreign / Étranger</b> <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

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

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

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

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

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

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat

W2282-2020-AA95

Security Classification / Classification de sécurité

UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Contract Number / Numéro du contrat W2282-2020-AA95
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

## 13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Don Perrin	Title - Titre MPC Tech Svcs/Comd Engr PD	Signature PERRIN, DON 846 <small>Digitally signed by PERRIN, DON 846 Date: 2020.11.26 14:01:16 -05'00'</small>	
Telephone No. - N° de téléphone 613 901-8879	Facsimile No. - N° de télécopieur 613 901-8792	E-mail address - Adresse courriel don.perrin@forces.gc.ca	Date 26 November 2020

## 14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Penny Barnes	Title - Titre MPC Organizational Security Officer	Signature <i>Penny Barnes</i>	
Telephone No. - N° de téléphone 613-818-6747	Facsimile No. - N° de télécopieur 613 901-8792	E-mail address - Adresse courriel penny.barnes@forces.gc.ca	Date 2 Dec 2020

 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
  No / Non  Yes / Oui

## 16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

## 17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature Saumur, Jacques 0 <small>Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:16:54 -04'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date