



SHARED SERVICES CANADA
Request for Quotation for RAM for Public Services
and Procurement Canada

Solicitation No.	2BH082197/A	Date	February 4, 2021
GCDocs File No.	89123567	GETS Reference No.	PW-21-00944895
Client Reference No.	1110427	IT Pro No.	59484

Issuing Office	Shared Services Canada 180 Kent Street, 13 th Floor Ottawa, Ontario K1P 0B5		
Contracting Authority (The Contracting Authority is the contact for all aspects of the procurement process, including questions and comments about this document)	Name	Colin McKennirey	
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Closing Date and Time	February 16, 2021 at 2:00PM [EST] (referred to in this solicitation as " Solicitation Closing ")		
Time Zone	Eastern Standard Time (EST)		
Destination of Goods/Services	MailRoom Delivery - 11 rue Laurier, PDP3 8A2, QC Gatineau, QC K1A 0S5		
Invoices	To be inserted at contract award.		
Email Address for Submitting your Bid by Solicitation Closing	colin.mckennirey@canada.ca		
Vendor Name and Signature			
Name, title of person authorized to sign (type or print)	Signature	Date	



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1. General Information

1.1 Overview

- a) **SSC Requirement and Potential Client Users:** This solicitation is being issued by Shared Services Canada (SSC). SSC is a federal government department that acts as a shared services organization. Any resulting instrument(s) will be used by SSC to provide shared services to one or more of its Clients. SSC's "**Clients**" include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the life of any resulting instrument(s), and those other organizations for whom SSC's services are optional at any point during the life of any resulting instrument(s) and that choose to use those services from time to time. In addition to the Government of Canada, SSC may also serve a government of a province or municipality in Canada, a Canadian aid agency, a public health organization, an intergovernmental organization or a foreign government.
- b) **Non-Exclusive Engagement:** This procurement process does not preclude SSC from using another method of supply for any of its Clients with the same or similar needs, unless any resulting instrument expressly indicates otherwise. Also, no government of a province or municipality in Canada, Canadian aid agency, public health organization, intergovernmental organization or foreign government is ever required to use any resulting instruments.
- c) **Nature of Requirement:** SSC has a requirement for Public Services and Procurement Canada to provide RAM as per Annex A – Statement of Requirement.
- d) **Number of Resulting Contract(s):** SSC intends to award one contract.
- e) **Term of Resulting Contract(s):** SSC is currently contemplating a contract period of three years.

1.2 Security Requirements

There is no security requirements applicable to this Contract.

2. Instructions for Bidders

2.1 Standard Instructions, Clauses and Conditions

- a) All instructions, clauses and conditions identified in this document and any of its attachments by number, date and title are either:
- (i) set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement Canada; or
 - (ii) included as attachments.

These documents are incorporated by reference and they form part of this document as though they were expressly set out here in full.

- b) Section 01 only of Public Services and Procurement Canada's 2003 Standard Instructions - Goods or Services - Competitive Requirements (bearing the most recent date before the date this solicitation was issued) is incorporated by reference into and forms part of this solicitation.
- c) SSC's Standard Instructions for Procurement Documents No. 1.4 ("**SSC's Standard Instructions**") are incorporated by reference into and form part of the solicitation. If there is a conflict between the provisions of SSC's Standard Instructions and this document, this document prevails.
- d) With respect to SSC's Standard Instructions:
- (i) The bid validity period is as set out in SSC's Standard Instructions.
 - (ii) Certain products required under this solicitation have been specified by brand name, model or part number in order to ensure compatibility, interoperability and interchangeability with existing equipment owned by Canada. Therefore, the section of SSC's Standard Instructions entitled "**Evaluation Procedures for Proposed Equivalent Products**" applies with respect to the evaluation of any equivalent products.
- e) By submitting a bid, as set out in the Bid Submission Form, the bidder is confirming that it agrees to be bound by all the instructions, clauses and conditions of the solicitation, including those incorporated by reference.

2.2 Questions and Comments

Questions and comments about this solicitation can be submitted in accordance with the section of SSC's Standard Instructions entitled "**Communications**". However, instead of the deadline specified in SSC's Standard Instructions, the deadline for submitting questions is 3 business day before closing date. Questions submitted after the deadline, may not be answered.

3. Preparing and Submitting a Bid in Response to this Solicitation

3.1 General Instructions

SSC's Standard Instructions include instructions with respect to bids that apply in addition to those described in this document.

3.2 Electronic Submission of Bids by Email

- a) **Email Submission of Bid:** All bidders must attempt to submit their bids by email in accordance with this Article by Solicitation Closing to the email address identified on the cover page of this document as the "Email Address for Bid Submission".
- b) **Format of Email Attachments:** Bidders may submit bid documents in any of the following approved formats:
 - (i) PDF attachments; and
 - (ii) documents that can be opened with either Microsoft Word or Microsoft Excel.

Bidders that submit bid documents in other formats do so at their own risk, as Canada may be unable to read them
- c) **Email Size:** Bidders should ensure that they submit their bid in multiple emails if any single email, including attachments, will exceed 15 MB. Except as expressly provided below, only emails that are received at the Email Address for Bid Submission by Solicitation Closing will be considered part of the bid.
- d) **Email Title:** Bidders are requested to include the Solicitation No. identified on the cover page of this document in the "subject" line of each email forming part of the bid.
- e) **Time of Receipt:** All emails received at the Email Address for Bid Submission showing a "received" time before Solicitation Closing will be considered timely. In the case of a dispute regarding the time at which an email arrived at SSC, the time at which the bid is received by SSC will be determined:
 - (i) by the delivery time stamp received by the bidder if the bidder has turned on Delivery Status Notification for the sent email in accordance with RFC 1891 established by the Internet Engineering Steering Group (SMTP Service Extension for Delivery Status Notification); or
 - (ii) in accordance with the date and time stamp on the SMTP headers showing the time of first arrival on a server used to provide the Government of Canada with email services, if the bidder has not turned on Delivery Status Notification for the sent email.
- f) **Availability of Contracting Authority:** During the 4 hours leading up to Solicitation Closing, an SSC representative will monitor the Email Address for Bid Submission and will be available by telephone at the Contracting Authority's telephone number shown on the cover page of this document (although the SSC representative may not be the Contracting Authority). If the bidder is experiencing difficulties transmitting the email to the Email Address for Bid Submission, the bidder should contact SSC immediately at the Contracting Authority's coordinates provided on the cover page of this document.
- g) **Email Acknowledgement of Receipt by SSC:** On the day of Solicitation Closing, an SSC representative will send an email acknowledging receipt of each bid (and each email forming part of that bid, if multiple emails are received) that was received by Solicitation Closing at SSC's Email Address for Bid Submission.

- h) **Delayed Email Bids:** SSC will accept an email bid received in the first 24 hours after Solicitation Closing only if the bidder can demonstrate that any delay in delivering the email to the SSC Email Address for Bid Submission is due to Canada's systems. Bids received by email more than 24 hours after Solicitation Closing will not be accepted under any circumstances. As a result, bidders who have tried to submit a bid, but have not received an email acknowledging receipt from SSC shortly thereafter should contact the Contracting Authority so that they can determine whether or not the bid arrived at the SSC Email Address for Bid Submission on time.
- i) **Responsibility for Technical Problems:** By submitting a bid, the bidder is confirming it agrees that Canada is not responsible for:
 - (i) any technical problems experienced by the bidder in submitting its bid, including emails that fail to arrive because they exceed the maximum email size of 15 MB or that are rejected or quarantined because they contain malware or other code that is screened out by SSC for security reasons; or
 - (ii) any technical problems that prevent SSC from opening the attachments to the email(s). For example, if an attachment is corrupted or otherwise cannot be opened or cannot be read, it will be evaluated without that portion of the bid. Bidders will not be permitted to submit substitute attachments to replace any that are corrupt or empty or submitted in an unapproved format.

3.3 Technical Bid

A complete technical bid consists of all of the elements listed below. These technical requirements have been sub-divided into two types of requirements – those Requested at Solicitation Closing and those that are Mandatory at Solicitation Closing.

ELEMENTS OF THE TECHNICAL BID THAT ARE REQUESTED AT SOLICITATION CLOSING:

Providing the following elements of the Technical Bid that are requested at Solicitation Closing when requested by the Contracting Authority during the evaluation period is mandatory. Canada will contact the bidder if it determines that any information that was requested at Solicitation Closing is incomplete or requires correction. Failure to provide or correct the required information within the time provided by the Contracting Authority will result in the bid being declared non-compliant.

- a) **Bid Submission Form (Form 1):** The Bidder is requested to include the Bid Submission Form with its bids. It provides a common form in the bidder can provide information required for evaluation, such as a contact name, the bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended.
- b) **Integrity Check (Form 2):** The bidders is requested to include a completed Form 2 – Integrity Check with its bid. Using the form to provide the information is not mandatory, but it is recommended. If Form 2 is not included with the bid or if Canada determines that the information required by Form 2 is incomplete or requires correction, Canada will provide the bidder with an opportunity to do so. Upon request, the bidder must also provide any further information requested by the Contracting Authority pursuant to Section 01 of PSPC Standard Instructions 2003.
- c) **Certifications:**
 - (i) By submitting a bid, the bidder is automatically providing the following certifications set out in SSC's Standard Instructions in the section entitled "**Deemed Certifications from Each Bidder**":

Equipment and Software is "Off-the-Shelf"	Yes
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- (ii) The bidder is also required to provide the following certifications described in SSC's Standard Instructions. These certifications are requested at solicitation closing, and the bidder must submit them upon request by the Contracting Authority during the evaluation period if Canada determines that any certification is missing, incomplete or requires correction.

OEM Certification Form (Form 3)	Required – please provide the information using the OEM Certification Form provided in the attachments
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ELEMENTS OF THE TECHNICAL BID THAT ARE MANDATORY AT SOLICITATION CLOSING:

- d) **List of Deliverables:** Bidders must provide the part numbers and description for each item as described in Annex B – List of Deliverables and Prices.
- e) **Substantiation of Technical Compliance (Attachment A - Substantiation of Technical Compliance):** The technical offer must substantiate the compliance of the proposed products of Annex A – Statement of Requirement identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this solicitation not referenced in the form. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the offer does or will meet the requirements and carry out the required Work. Simply stating that the offer or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the offer will be declared non-compliant and disqualified. The substantiation may refer to additional documentation submitted with the offer – this information can be referenced in the “Reference” column of the Substantiation of Technical Compliance Form, where Offerors are requested to indicate where in the offer the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Offeror direct Canada to the appropriate location in the documentation.
- f) **Sample Unit(s):** Canada may, but will have no obligation to, require that the lowest compliant Bidder (identified after the financial evaluation) provide four (4) sample units of each as per items in Annex B – List of Deliverables and Prices, to allow Canada to verify compliance of the product or solution with any of the requirements of this bid solicitation or described in the bid. If required, the sample, at no cost to Canada, must be delivered to a location specified by Canada, within 5 days of the Contracting Authority's request, unless otherwise extended by Canada in writing.

3.4 Financial Bid

- a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Tables provided as Annex B – List of Deliverables and Prices.
 - (i) **Blank Prices:** Bidders are requested to insert “\$0.00” for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables.
- b) **Exchange Rate Fluctuation:** This solicitation does not provide exchange rate fluctuation protection. Any indication in a bid that it is contingent or conditional on exchange rate fluctuation protection will render that bid non-compliant.

4. Evaluation Process

4.1 General Evaluation Procedures

- a) General evaluation procedures that apply to this solicitation are described in SSC's Standard Instructions.
- b) A bid must comply with all the requirements of the solicitation and meet all mandatory evaluation criteria to be declared compliant.

4.2 Technical Evaluation

- a) Bids will be reviewed to determine whether they meet the mandatory requirements of the RFQ. All elements of the RFQ that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. If the bid with the lowest Total Evaluated Price is responsive, Canada reserves the right to not review the other bids.
- b) **Sample Units:** If Canada requires a sample unit from the lowest compliant bidder and, despite the written bid, if Canada determines as a result of examining the sample that the Bidder's proposed product or solution does not meet the mandatory requirements of this bid solicitation, the bid will be declared non-responsive.

4.3 Financial Evaluation

- a) The financial evaluation will be conducted by calculating the Total Evaluated Price (TEP) using the Pricing Tables completed by the bidders (see Annex B).
 - (i) $TEP = \text{Firm Deliverables Evaluated Price}$
- b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.
 - (i) If the bidder leaves any price blank, Canada will consider the price as "\$0.00" and may request that the bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- c) **Evaluation of Price - Canadian / Foreign Bidders:**
 - (i) Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - (ii) Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
 - (iii) Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

- (iv) For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

4.4 Evaluation of Other Eligibility Requirements

Before recommending any bid for award (but at any time during the evaluation process), Canada will evaluate whether the bidder meets all eligibility requirements described in this solicitation, including but not limited to:

- a) conducting the Integrity Check described in Section 01 of Public Services and Procurement Canada's 2003 Standard Instructions - Goods or Services - Competitive Requirements to determine if the bidder is eligible for award.

4.5 Basis for Recommending a Bid for Award

- a) Subject to the provisions of this solicitation, including the right to cancel the solicitation without awarding a contract, the compliant bid with the lowest evaluated price will be recommended for award of a resulting contract.
- b) If more than one bidder is ranked first because of identical overall scores, then SSC will perform a coin toss, location and place to be determined if and when necessary, to determine the bid that will be recommended for award.
- c) All Bidders will be informed of the outcome of the RFQ.

5. Resulting Contract Clauses

5.1 Requirement

- a) **(to be inserted at contract award)** (the “Contractor”) agrees to supply to the Client the goods described in the Contract, including the Technical Specifications, in accordance with, and at the prices set out in, the Contract. This includes:
 - (i) supplying the purchased Hardware;
 - (ii) providing hardware documentation; and
 - (iii) providing maintenance and support services for the Hardware during the Hardware Maintenance Period.
- b) **Client:** Under the Contract, the "Client" is Shared Services Canada (“SSC”), an organization with a mandate to provide shared services. This contract will be used by SSC to provide shared services to Public Services and Procurement Canada and those government institutions for whom SSC’s services are mandatory at any point during the life of any resulting instrument(s), and those other organizations for whom SSC’s services are optional at any point during the life of any resulting instrument(s) and that choose to use those services from time to time.
- c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:
 - (i) any reference to a “deliverable” or “deliverables” includes the Hardware and the Maintenance and Support for Hardware.

5.2 Security Requirement

There is no security requirement applicable to this Contract.

5.3 Condition of Material

Unless provided otherwise in the Contract, material supplied must be new and conform to the latest issue of the applicable drawing, specifications and part number that is in effect on the bid closing date or, if there was no bid solicitation, the date of the Contract.

5.4 Standard Clauses and Conditions

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

or Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.

- b) For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

5.5 General Conditions:

2030 (2020-05-28), General Conditions – High Complexity - Goods, apply to and form part of the Contract. These General Conditions are amended as follows:

Section 2 of the General Conditions is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”

5.6 Supplemental General Conditions:

- a) 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

5.7 Contract Period:

- a) **Contract Period:** The “**Contract Period**” is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The “**Initial Contract Period**”, which begins on the date the Contract is awarded and ends 3 years later.

5.8 Delivery Date

- a) All Firm Deliverables must be received before March 31st, 2021.
 - (i) If contract award is close to year end, the Contractor must ensure it contacts the appropriate delivery authorities by no later than 48 hours before the delivery to arrange delivery for March 31.
 - (ii) Regardless of the Firm Delivery Date, if delivery is not made by the Contractor on or before 11:59pm on March 31st of the current fiscal year, Canada may, at its sole option:
 - (A) refuse delivery (which may involve returning the shipment to the Contractor at the Contractor’s sole cost) and terminate the contract for default, without providing any opportunity to cure; or
 - (B) accept delivery and reduce the price payable for all the goods delivered late by 15% before any Applicable Taxes.
 - (iii) If the Contractor misses more than one year-end delivery (i.e., if the Contractor fails to deliver the required goods by March 31st of the current fiscal year under more than one contract issued by SSC or issued pursuant to any SSC procurement instrument), SSC reserves the right not to accept bids from that Contractor during the period from January 1 to March 31st of the following fiscal year.
 - (iv) If Canada terminates this Contract for default, the Contractor agrees that it will not be permitted to bid on any follow-on process to procure the required goods or services it did not provide under the terminated contract.

5.9 Delivery Location

DDP Destination Gatineau, QC including all delivery charges and customs duties and Applicable Taxes.

5.10 Authorities

a) **Contracting Authority**

The Contracting Authority for the Contract is:

Colin McKennirey
Procurement Officer
Shared Services Canada
180 Kent Street, 13th Floor
Ottawa, Ontario K1P 0B5
Telephone: 343-572-8718
Email: colin.mckennirey@canada.ca

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

b) **Project Authority**

The Project Authority for the Contract is:

"[The name and contact information will be provided in the resulting contract]"

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.

c) **Contractor Representative**

Note: The Contractor's Representative information should be provided in Form 1 – Bid Submission Form and will be inserted in the Resulting Contract Clause by Canada.

The Contractor Representative for the Contract is:

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

5.11 Payment

- a) **Basis of Payment – Firm Deliverables**
- (i) **Purchased Hardware:** For providing the Hardware in accordance with the Contract, Canada will pay the Contractor the firm price(s) set out in Annex B – List of Deliverables and Prices, DDP destination, including all delivery charges (shipping fees), customs duties, GST/HST extra.
- The Total Price of the Firm Deliverables is \$ _____ and will be included in the Total Estimated Cost indicated on page 1 of the Contract.**
- b) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- c) **Limitation of Price:** Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

5.12 Method of Payment - Single Payment

H1000C (2008-05-12), Single Payment

5.13 Discounts for Late Deliveries and Reimbursement of Reprocurement Costs

- a) If any Products are not delivered by the Delivery Date, and Canada does not terminate the Contract for default and instead provides the Contractor with additional time to make delivery, the Contractor agrees to reduce the price of the Products by:
- (i) 2% of the value of the Products delivered late, if they are delivered within 1 week of the Delivery Date;
- (ii) 5% for late delivery within 2 weeks of the Delivery Date; and
- (iii) 10% for late delivery more than 2 weeks after the Delivery Date.
- b) If any Products are not configured as required by the Contract, and Canada does not terminate the Contract for default and instead provides the Contractor with an opportunity to re-configure the Products in accordance with the Contract, the Contractor agrees to reduce the price of the Products by 5% of the total value of the Products that are NOT in accordance with the System configuration or the alternative configuration described in the Contract, in addition to the liquidated damages payable for late delivery of the Products (i.e., where the re-configured goods are delivered after the Delivery Date, the price must also be discounted as described in sub-article 5.13a).
- c) These discounts constitute liquidated damages and, in total, will not exceed 15% of the total value of the Contract. The Parties agree that these amounts are their best pre-estimate of the loss to Canada in the event of the defaults described, and that they are not intended to be, nor are they to be construed as, a penalty.
- d) If this Contract is terminated by Canada for default, the Contractor must reimburse Canada for any difference in cost between the contract price for the Products and the cost of procuring the Products from another supplier.
- e) To collect the liquidated damages, Canada has the right to hold back, drawback, deduct or set off from and against any money Canada owes to the Contractor from time to time.

- f) Nothing in this article limits the rights and remedies to which Canada is otherwise entitled under this Contract (including the right to terminate the Contract for default), or the law generally.

5.14 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d) The Contractor must provide the original of each invoice to the contact and address on page 1 of the contract.
- e) To ensure prompt invoice processing by client departments, all packing slips and invoices should include the below reference when available:
 - (i) Contract No.;
 - (ii) Client Reference; and
 - (iii) IT Pro Order No.

5.15 Certifications - 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.

5.16 Applicable Laws

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

5.17 Taxes – Foreign-based Contractor

- a) Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.
- b) Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

5.18 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) Supplemental General Conditions, in the following order:
 - (i) 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance.
- c) General conditions 2030 (2020-05-28), High Complexity - Goods;
- d) Annex A, Statement of Requirement;
- e) Annex B, List of Deliverables and Prices; and
- f) the Contractor's bid dated: _____.

5.19 Hardware

With respect to the provisions of Supplemental General Conditions 4001:

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	Yes
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery Location	See page 1 of the Contract. Canada reserves the right to adjust the location of acceptance for the equipment specified in the Contract. Acceptance may take place at the Contractor's plant or at a warehouse facility. Goods will still remain DDP where the vendor is liable for delivery to all end locations including all shipping costs. The Warranty Period begins on the date received by the site authority at the final destination.
Delivery Date	As specified in section 5.8 under the section titled Delivery Date
Contractor must deliver Hardware Documentation	No
Contractor must update Hardware Documentation throughout Contract Period	No Section 7(5) of 4001 does not apply to the Contract.
Hardware Documentation must include maintenance documentation	No
Language of Hardware Documentation	The Hardware Documentation must be delivered in either English or French, based on the Identified User's

	selection, as indicated in the Contract. If the Contract does not indicate the Identified User's choice of language, the Hardware Documentation must be delivered in English. If available, the Hardware Documentation must be delivered in bilingual format.
Special Delivery Requirements	No
Special Site Delivery or Installation Requirements	No
Contractor must Install Hardware at time of Delivery	No
Contractor must Integrate and Configure Hardware at time of Installation	No
Hardware Warranty Period	Despite 4001, the Hardware Warranty Period under Part V is 36 months.
Hardware is part of a System	Yes, the System includes the Hardware and the Licensed Software.
Toll-free Telephone Number for Maintenance Service	In Form 1 – Bid Submission Form.

5.20 Safeguarding Electronic Media

- a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

5.21 Limitation of Liability - Information Management/Information Technology

N0000C (2013-04-25), Limitation of Liability - Information Management/Information Technology, apply to and form part of the Contract. These clauses are amended as follows:

- a) Section 2, sub-paragraph e. ii. is amended as follows: delete in its entirety and insert:
 - (i) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (ii) of the greater of 0.5 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1 million.

In any case, the total liability of the Contractor under paragraph e. will not exceed the total estimated cost (as defined above) for the Contract or \$1 million, whichever is more.

5.22 Change of Control

- a) At any time during the Contract Period, if requested by the Contracting Authority, the Contractor must provide to Canada:
- (i) an organization chart for the Contractor showing all related corporations and partnerships; for the purposes of this Sub-article, a corporation or partnership will be considered related to another entity if:
 - (A) they are “related persons” or “affiliated persons” according to the Canada Income Tax Act;
 - (B) the entities have now or in the two years before the request for the information had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (C) the entities otherwise do not deal with one another at arm’s length, or each of them does not deal at arm’s length with the same third party.
 - (ii) a list of all the Contractor’s shareholders; if the Contractor is a subsidiary, this information must be provided for each parent corporation or parent partnership, up to the ultimate owner; with respect to any publicly traded corporation, Canada anticipates that the circumstances in which it would require a complete list of shareholders would be unusual and that any request from Canada for a list of a publicly traded corporation’s shareholders would normally be limited to a list of those shareholders who hold at least 1% of the voting shares;
 - (iii) a list of all the Contractor’s directors and officers, together with each individual’s home address, date of birth, birthplace and citizenship(s); if the Contractor is a subsidiary, this information must be provided for each parent corporation or parent partnership, up to the ultimate owner; and any other information related to ownership and control that may be requested by Canada.
- b) If requested by the Contracting Authority, the Contractor must provide this information regarding its subcontractors as well. However, if a subcontractor considers this information to be confidential, the Contractor may meet its obligation by having the subcontractor submit the information directly to the Contracting Authority. Regardless of whether the information is submitted by the Contractor or a subcontractor, Canada agrees to handle this information in accordance with Subsection 23(3) of General Conditions 2030 (General Conditions – Higher Complexity – Goods), provided the information has been marked as either confidential or proprietary.
- c) The Contractor must notify the Contracting Authority in writing of:
- (i) any change of control in the Contractor itself;
 - (ii) any change of control in any parent corporation or parent partnership of the Contractor, up to the ultimate owner; and
 - (iii) any change of control in any subcontractor performing any part of the Work (including any change of control in any parent corporation or parent partnership of the subcontractor, up to the ultimate owner).

The Contractor must provide this notice by no later than 10 FGWDs after any change of control takes place (or, in the case of a subcontractor, within 15 FGWDs after any change of control takes place). Where possible, Canada requests that the Contractor provide advance notice of any proposed change of control transaction.

- d) In this Article, a “change of control” includes but is not limited to a direct or indirect change in the effective control of the corporation or partnership, whether resulting from a sale, encumbrance, or other disposition of the shares (or any form of partnership units) by any other means. In the case of a joint venture Contractor or subcontractor, this applies to a change of control of any of the joint venture’s corporate or partnership members. In the case of a Contractor or subcontractor that is a partnership or limited partnership, this requirement also applies to any corporation or limited partnership that is a partner.
- e) If Canada determines in its sole discretion that a change of control affecting the Contractor (either in the Contractor itself or any of its parents, up to the ultimate owner) may be injurious to national security, Canada may terminate the Contract on a “no-fault” basis by providing notice to the Contractor within 90 days of receiving the notice from the Contractor regarding the change of control. Canada will not be required to provide its reasons for terminating the Contract in relation to the change of control, if Canada determines in its discretion that the disclosure of those reasons could itself be injurious to national security.
- f) If Canada determines in its sole discretion that a change of control affecting a subcontractor (either in the subcontractor itself or any of its parents, up to the ultimate owner) may be injurious to national security, Canada will notify the Contractor in writing of its determination. Canada will not be required to provide the reasons for its determination, if Canada determines in its discretion that the disclosure of those reasons could itself be injurious to national security. The Contractor must, within 90 days of receiving Canada’s determination, arrange for another subcontractor, acceptable to Canada, to perform the portion of the Work being performed by the existing subcontractor (or the Contractor must perform this portion of the Work itself). If the Contractor fails to do so within this time period, Canada will be entitled to terminate the Contract on a “no-fault” basis by providing notice to the Contractor within 180 days of receiving the original notice from the Contractor regarding the change of control.
- g) In this Article, termination on a “no-fault” basis means that neither party will be liable to the other in connection with the change of control or the resulting termination, and Canada will only be responsible for paying for those services received up to the effective date of the termination.
- h) Despite the foregoing, Canada’s right to terminate on a “no-fault” basis will not apply to circumstances in which there is an internal reorganization that does not affect the ownership of the ultimate parent corporation or parent partnership of the Contractor or subcontractor, as the case may be; that is, Canada does not have a right to terminate the Contract pursuant to this Article where the Contractor or subcontractor continues, at all times, to be controlled, directly or indirectly, by the same ultimate owner. However, in any such case, the notice requirements of this Article still apply.

5.23 Subcontracting

- a) Despite the General Conditions, none of the Work may be subcontracted (even to an affiliate of the Contractor) unless the Contracting Authority has first consented in writing. In order to seek the Contracting Authority’s consent, the Contractor must provide the following information:
 - (i) the name of the subcontractor;
 - (ii) the portion of the Work to be performed by the subcontractor;
 - (iii) the Designated Organization Screening or the Facility Security Clearance (FSC) level of the subcontractor;
 - (iv) the date of birth, the full name and the security clearance status of individuals employed by the subcontractor who will require access to Canada’s facilities;

- (v) completed sub-SRCL signed by the Contractor's Company Security Officer for CISD completion; and
 - (vi) any other information required by the Contracting Authority.
- b) For the purposes of this Article, a "subcontractor" does not include a supplier who deals with the Contractor at arm's length whose only role is to provide telecommunications or other **equipment** or software that will be used by the Contractor to provide services, including if the equipment will be installed in the backbone or infrastructure of the Contractor.

FORM 1 BID SUBMISSION FORM

SSC Solicitation No. 2BH082197/A Bid Submission Form		
Bidder's full legal name <i>[Note to Bidders: Bidders should take care to identify the correct legal name as the Bidder.]</i>		
Authorized representative of bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Email	
Contractor representative for contract management (if different from above) Please check this box if the Contractor Representative is the same as the Authorized Representative: <input type="checkbox"/> Yes	Name	
	Title	
	Address	
	Telephone #	
	Email	
Information for SACC 4001 and 4004	Toll-free Telephone #	
	Website for Maintenance & Support Service	
Bidder's Procurement Business Number (PBN) <i>[see SSC's Standard Instructions. Please make sure that your PBN matches the legal name under which you have submitted your bid. If it does not, the bidder will be determined based on the legal name provided, not based on the PBN, and the bidder will be required to submit the PBN that matches the legal name of the bidder.]</i>		
Requested Canadian province or territory for applicable laws		
On behalf of the bidder, by signing below, I confirm that I have read the entire solicitation, including the documents incorporated by reference into the solicitation, and I certify and agree that: <ol style="list-style-type: none"> 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the solicitation; 2. The bid is valid for the period specified in the solicitation; 3. All the information provided in the bid is complete, true and accurate; 4. The bidder has read and complies with the obligations of the PSPC Code of Conduct for Procurement (http://www.tpsgc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html); and 5. The bidder agrees to be bound by all the terms and conditions of this solicitation, including the documents incorporated by reference into it. 		
Signature of Authorized Representative of Bidder		

FORM 2 INTEGRITY CHECK FORM

Note to Bidders: Please note that this form does duplicate some information from the Bid Submission Form. This is because this form will be provided to Public Services and Procurement Canada (PSPC) to perform the integrity check. PSPC will not have access to the Bid Submission Form and therefore requires some of the same information.

Integrity Check Form for Shared Services Canada Solicitation													
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the bidder.]</i>													
Contact Information for Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%; padding: 2px;">Name</td><td></td></tr> <tr><td style="padding: 2px;">Title</td><td></td></tr> <tr><td style="padding: 2px;">Address</td><td></td></tr> <tr><td style="padding: 2px;">Telephone #</td><td></td></tr> <tr><td style="padding: 2px;">Fax #</td><td></td></tr> <tr><td style="padding: 2px;">Email</td><td></td></tr> </table>	Name		Title		Address		Telephone #		Fax #		Email	
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Bidder's Procurement Business Number (PBN) <i>[see SSC's Standard Instructions. Please make sure that your PBN matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>													
Names of All Members of the Bidder's Board of Directors <i>[please use "first name, middle name (if applicable), last name" format – e.g., Maria Jane Smith]</i> <i>[please add as many cells as necessary to provide all the names.]</i>													

FORM 3 OEM CERTIFICATIONS FORM

OEM Certification Form

This confirms that the original equipment manufacturer (OEM) identified below has authorized the bidder named below to provide and maintain its products under any contract resulting from a solicitation issued as part of the procurement process initiated further to the solicitation identified below.

Name of OEM _____

Signature of authorized signatory of OEM _____

Print Name of authorized signatory of OEM _____

Print Title of authorized signatory of OEM _____

Address for authorized signatory of OEM _____

Telephone no. for authorized signatory of OEM _____

Fax no. for authorized signatory of OEM _____

Date signed _____

Solicitation Number _____

Name of Bidder _____

The definition of "OEM" for the purposes of this certification can be found in SSC's Standard Instructions.

ATTACHMENT A – SUBSTANTIATION OF TECHNICAL COMPLIANCE

See attached excel spreadsheet entitled Attachment A – Substantiation of Technical Compliance

ANNEX A – STATEMENT OF REQUIREMENT (SOR)

1. Public Services and Procurement Canada requires 8GB DDR3 RAM module, which must include the following minimums and mandatory specifications:

- a) SODIMM
- b) PC3L-12800 1600Mhz NON-ECC Unbuffered
- c) Must be compatible with Toshiba – Protégé R30-C
- d) All RAM proposed must be manufactured by an ISO (International Standards Organization) 9001 certified manufacturer. The ISO 9001 certification applies to both the RAM chip manufacturer and the DIMM assembly manufacturer. Proof of certification must be included in the bid response
- e) 3 Year Warranty
- f) All RAM must be identical and must be manufactured by the same manufacturer and have the same chips for each RAM.

2. Public Services and Procurement Canada requires 8GB DDR4 RAM module, which must include the following minimums and mandatory specifications:

- a) SODIMM
- b) PC4-21300 2666Mhz NON-ECC Unbuffered
- c) Must be compatible with HP EliteBook 830 G5
- d) All RAM proposed must be manufactured by an ISO (International Standards Organization) 9001 certified manufacturer. The ISO 9001 certification applies to both the RAM chip manufacturer and the DIMM assembly manufacturer. Proof of certification must be included in the bid response
- e) 3 Year Warranty
- f) All RAM must be identical and must be manufactured by the same manufacturer and have the same chips for each RAM.

ANNEX B – LIST OF DELIVERABLES AND PRICES

See attached excel spreadsheet entitled Annex B – List of Deliverables and Prices