



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions → TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Gatineau

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Next Generation Travel Project Division/Division du Project

de voyage prochaine Génération

errasses de la Chaudière 4th Floor

Terrasses de la Chaudière 4e étage

10 Wellington Street

10, rue Wellington

Gatineau

Quebec

K1A 0S5

Title - Sujet Corporate Travel Management Analyst	
Solicitation No. - N° de l'invitation E60ZR-212296/A	Date 2021-02-16
Client Reference No. - N° de référence du client 20212296	
GETS Reference No. - N° de référence de SEAG PW-\$NGT-002-39059	
File No. - N° de dossier 002ngt.E60ZR-212296	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-03-29 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Yu, Xin	Buyer Id - Id de l'acheteur 002ngt
Telephone No. - N° de téléphone (873) 455-0604 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

**REQUEST FOR PROPOSAL
FOR
CORPORATE TRAVEL MANAGEMENT ANALYST
(CTMA) TO SUPPORT
NEXTGEN TRAVEL PROGRAM**

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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: describes 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: describes specific requirements that must be met by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Refer to the Table of Contents for the list of annexes, attachments and forms.

1.2 SUMMARY

- 1.2.1 This bid solicitation is being issued by Public Works and Government Services Canada (PWGSC) on behalf of Digital Service Branch (DSB) of Public Works and Government Services Canada (PWGSC) (the "**Client**") for Corporate Travel Management Services to support its multi-year, multi-phased NextGen Travel initiative for the Government of Canada, in order to replace the existing Shared Travel Services.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation in the National Capital Region, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- 1.2.4 It is intended to result in the award of one (1) contract for the requirements for one (1) year plus four (4) one-year irrevocable options allowing Canada to extend the term of the contracts.
- 1.2.5 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract

Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 DEBRIEFINGS

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing will be conducted in writing.

PART 2 - BIDDER INSTRUCTIONS

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

- 2.1.1 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>) issued by PWGSC.
- 2.1.2 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.
- 2.1.3 The SACC 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of the SACC 2003 (2020-05-28) and this document, this document prevails.
- 2.1.4 Subsection 1 of Section 08, of SACC 2003 (2020-05-28), is deleted and replaced by the following:
 - 1. Facsimile
Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.
- 2.1.5 Subsection 4 of Section 5 of SACC 2003 (2020-05-28) is amended as follows:
 - Delete: 60 days
 - Insert: 120 days

2.2 SUBMISSION OF BIDS

- 2.2.1 Bids must be submitted by using Epost Connect provided by Canada Post Corporation by the date, time and place indicated on page one of the bid solicitation.
- 2.2.2 The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessomissions-abbidreceiving.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 agreement for epost Connect.

- 2.2.3 Bidders are required to provide their bid in a single transmission. The Epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

- 2.2.4 Due to the COVID-19 pandemic, bids submitted to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by mail or by facsimile will not be accepted.

- 2.2.5 By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other Bidder.

2.3 COMMUNICATIONS DURING SOLICITATION

2.3.1 Enquiries

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

- 2.3.1.2 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.

2.3.2 Solicitation Documents

- 2.3.2.1 The solicitation documents will be packaged and released via Buyandsell in PDF format. However, the Contracting Authority may decide to provide Bidders an electronic copy of some of the solicitation documents, in MS Word / MS Excel format, for easy access and use. In the event of any discrepancies between the MS and PDF documents, the PDF documents will prevail.
- 2.3.2.2 The Contracting Authority will amend the solicitation documents throughout the solicitation process to include Canada's responses to Bidders' enquiries and any changes made to the original documents. Solicitation amendments will be posted via Buyandsell.

2.4 APPLICABLE LAWS

- 2.4.1 Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.
- 2.4.2 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 in *Form 1 to Part 4 RFP Submission Form*, sub-form 1(e), 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 Bidder.

2.5 Improvement of Requirement During Solicitation Period

- 2.5.1 Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with article 2.3.1 – Enquiries. Canada will have the right to accept or reject any or all suggestions.

2.6 Basis for Canada's Ownership of Intellectual Property

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

The Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

2.7 Bid Challenge and Recourse Mechanisms

- 2.7.1 Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- 2.7.2 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)
- 2.7.3 Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 GENERAL INSTRUCTIONS

- 3.1.1 Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (a) Use 8.5 x 11 inch (216 mm x 279 mm) document size;
 - (b) Use a numbering system that corresponds to the bid solicitation;
 - (c) Include a title page at the front of each section of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contact information of its representative;
 - (d) Include a table of contents following the cover page of each section of the bid. The table of contents should contain a listing of all sections and subsections with associated page numbers. It should also list the associated tables, figures, and appendices; and
 - (e) Each subsequent page of each section of the bid should include a header and/or footer that includes the following information:
 - i. Bid title;
 - ii. Bidder's name;
 - iii. Date of the bid; and
 - iv. Page number.
- 3.1.2 Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- 3.1.3 The Bidder's bid must not be made conditionally. Any condition imposed by the Bidder will render the bid non-compliant and the bid will be given no further consideration.
- 3.1.4 If volumetric data is provided to Bidders in this solicitation document, which could contain current and historical data, the inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future volumetric data will be consistent with this data. It is provided purely for information purposes and will not form part of the resulting contract. Bidders may decide in their sole discretion whether or not to take this information into consideration in preparation for their bids. Bidders may also decide in their sole discretion how to interpret and use this information during their bid preparation. Canada will not consider changes to a winning Bidder's proposal and Canada will not be liable for any business loss the winning Bidder may claim during the performance of the contract, in the event that the actual volumetric data deviates from the one provided in this bid solicitation.

3.2 SECTION I: TECHNICAL BID

- 3.2.1 Bidders are required to explain and demonstrate how their bid meets the requirements contained in the bid solicitation. Bidders are required to demonstrate their experience and capability in a thorough, concise and clear manner for carrying out the Work.
- 3.2.2 The Technical Bid should address clearly and in sufficient depth the areas that are subject to the evaluation. Simply repeating the statement contained in the bid solicitation is not sufficient and is not acceptable. 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. Additional instructions are provided respectively in Attachment A - Evaluation and Selection.

- 3.2.3 The Technical Bid for the Corporate Travel Management Analyst (CTMA) requirement consists of Bidder's response to Appendix 1 to Attachment A - Evaluation Criteria, Form 1 to Attachment A Reference Projects for Evaluation Criteria, Form 1 to Part 4 RFP Submission Form and any other required documents as indicated elsewhere throughout this bid solicitation.
- 3.2.4 The Technical Bid must also demonstrate that the proposed resource meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or certification requirements). With respect to the resource:
- (a) The proposed resource may be employee of the Bidder or employee of a subcontractor, or the resource may be independent contractor to whom the Bidder would subcontract a portion of the Work.
 - (b) For educational requirements for a particular degree, designation or certificate, the Contracting Authority will only consider educational programmes that were successfully completed by the proposed resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualifications recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC) (<https://www.cicic.ca/>).
 - (c) For requirements relating to professional designation or certification, the proposed resource must have the required designation or certification by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and contract period. The designation or certification must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (d) For work experience, the Contracting Authority will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (e) For any requirements that specify a particular time period (e.g., 2 years) of work experience, the reference projects should include the relevant dates for the experience claimed (i.e., the start date and end date). The Contracting Authority will disregard any information about experience if the proposed resource's reference projects do not include such information.
 - (f) For work experience to be considered by the Contracting Authority, the reference projects must not simply indicate the title of the individual's position, but must demonstrate that the proposed resource has the required work experience by explaining the responsibilities and work performed by this resource while in that position. The Bidder is requested to provide complete details as to where, when (month and year), how (through which activities/responsibilities,) the stated qualifications/experience were obtained, and end results. 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.

3.3 SECTION II: FINANCIAL BID

3.3.1 Pricing: Bidders must submit their financial bid in accordance with the Attachment B – Pricing Schedule. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive daily rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

3.3.2 All Costs to be Included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods.

3.3.3 Electronic Payment of Invoices – Bid

3.3.3.1 If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Form 1 to Part 4 RFP Submission Form, Sub-form 2 Electronic Payment Instruments, to identify which ones are accepted.

3.3.3.2 If Form 1 to Part 4 RFP Submission Form, Sub-form 2 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.3.4 Exchange Rate Fluctuation

3.3.4.1 The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-compliant.

3.4 SECTION III: CERTIFICATIONS

Bidders are requested to submit the certifications identified under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

- 4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- 4.1.2 An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- 4.1.3 In addition to any other time periods established in the bid solicitation:
- (i) Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) Requests for Further Information: If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
 - (iii) Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 TECHNICAL EVALUATION

- 4.2.1 Technical evaluation for the Corporate Travel Management Analyst (CTMA) requirement will be conducted in accordance with Section 1 of *Attachment A - Evaluation and Selection*.

4.3 FINANCIAL EVALUATION

- 4.3.1 Financial Evaluation for the *Corporate Travel Management Analyst* (CTMA) requirement will be conducted in accordance with Section 2 of *Attachment A - Evaluation and Selection*.

4.4 BASIS OF SELECTION

- 4.4.1 To be declared responsive, a bid must:
- a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 4920 points overall for the technical evaluation criteria which are subject to point rating.
- The rating is performed on a scale of 8200 points.

- 4.4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 4.4.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- 4.4.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 4.4.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 4.4.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.4.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	92/135
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	5.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

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-compliant, 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 Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-compliant or constitute a default under the contract.

5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list

(<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a bid non-compliant if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list at the time of contract award.

Canada will also have the right to terminate the contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the term of the contract.

The Bidder is requested to provide the Contracting Authority with a completed sub-form 5 of *Form 1 to Part 4 RFP Submission Form*, Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder is requested to provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture sub-form 5 of *Form 1 to Part 4 RFP Submission Form*, Federal Contractors Program for Employment Equity includes a copy of the certification.

5.1.3 Proposed Resource

(a) **Status and Availability:** The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, the resource proposed in its bid will be available to perform the Work throughout the entire contract period. If for reasons beyond its control, the Bidder is unable to provide the services of the resource named in its bid, the Bidder may propose a substitute with equivalent or better 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 may 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 in its bid any resource who is not an employee of the Bidder, the Bidder certifies that it has the permission from that resource to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must provide the Contracting Authority with a written confirmation, signed by the proposed resource, of the permission given to the Bidder and of his/her availability.

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

5.2 ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

5.2.1 Refer to *Form 1 to Part 4 RFP Submission Form* for all additional certifications that must be submitted precedent to contract award.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 SECURITY REQUIREMENTS

6.1.1 Before award of a contract, the following conditions must be met:

- (a) The Bidder must hold a valid organization security clearance as described 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 described in Part 7 - Resulting Contract Clauses; and
- (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 described in Part 7 - Resulting Contract Clauses.
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3 For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of PWGSC website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

6.1.4 In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 STATEMENT OF WORK

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

7.1.2 **Client:** Under the Contract, the "**Client**" is Digital Service Branch (DSB) of Public Works and Government Services Canada (PWGSC).

7.2 TASK AUTHORIZATION

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

7.2.2 Canada reserves the right, at any time, to acquire the requested Work by other means including to select other suppliers. For example, Canada may decide to acquire the requested Work by other means when the Contractor provides a written proposal that has been rejected by Canada or the Contractor has contract performance issues.

7.2.3 Task Authorization Process:

- (a) The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Template" specified in Annex D – Task Authorization (TA) Template.
- (b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- (c) The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.2.4 Task Authorization Limit:

- (a) The Project Authority may authorize individual task authorizations up to a limit of \$200,000, Applicable Taxes included, inclusive of any revisions.
- (b) Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and the Contracting Authority before issuance.

7.2.5 Minimum Work Guarantee – All the Work – Task Authorizations

(a) In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 2% of the Maximum Contract Value.

- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph (c). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2.6 Periodic Usage Reports – Contracts with Task Authorizations

- 7.2.6.1 The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.
- 7.2.6.2 The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.
- 7.2.6.3 The data must be submitted on a semi-annual basis to the Contracting Authority.
- 7.2.6.4 The semi-annual periods are defined as follows:
1st semi-annual period: April 1 to September 30; and
2nd semi-annual period: October 1 to March 31.
- 7.2.6.5 The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

7.2.6.6 Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

7.3 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>) issued by Public Works and Government Services Canada (PWGSC).

7.3.1 General Conditions

- (a) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (b) The 2035 General Conditions - Higher Complexity _Services, are amended as follows:

Replace section 08 "Replacement of specific individuals" with the following content:

- 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 5 working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within 10 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.
 - c. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

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 section titled "Default by the Contractor", or
 - b. Require the Contractor propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada.
 - c. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2.a. above, or require another replacement.
3. Where an Excusable Delay applies, Canada may require 2.b. above instead of terminating under the "Excusable Delay" section. 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. 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.

7.4 SECURITY REQUIREMENTS

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), PWGSC.
- (b) The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- (c) The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store protected information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of PROTECTED B.
- (d) Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
 - i) Security Requirements Check List and security guide (if applicable), attached at Annex C.
 - ii) Industrial Security Manual (Latest Edition)

7.5 TERM OF CONTRACT

7.5.1 Period of the Contract

The period of the Contract begins on the date of Contract award and ends one (1) year later.

7.5.2 Option to Extend the Contract

- (a) The Contractor grants to Canada the irrevocable option to extend the duration of the Contract by up to four (4) additional one (1) year period(s) 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.
- (b) Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 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.

7.6 AUTHORITIES

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:	Steffi Yu
Title:	Supply Team Leader
Organization:	Public Works and Government Services Canada, Acquisitions Branch
Address:	10 Wellington, 4th floor, Gatineau, Québec
Telephone:	873-455-0604
E-mail address:	Xin.Yu@tpsgc-pwgsc.gc.ca

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

7.6.2 Project Authority

The Project Authority for the Contract is: *(to be completed at contract award)*

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

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

7.6.3 Contractor's Representative

The Contractor's Representative for the Contract is: *(to be completed at contract award)*

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

7.7 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (PSSA) pension (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>), the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/2012-2.html) of the Treasury Board Secretariat of Canada. (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/2012-2.html>)

7.8 PAYMENT

7.8.1 Basis of Payment

For all Basis of Payment outlined below, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(a) **Professional Services Provided under a Task Authorization with a Maximum Price**

For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked under each Task Authorization and any resulting deliverables in accordance with the firm all-inclusive daily rates set out in *Annex B Basis of Payment* of this Contract, Applicable Taxes extra. Partial days and extra hours will be prorated based on actual hours worked based on a 7.5-hour workday.

(b) **Professional Services Provide under a Task Authorization with a Limitation of Expenditure**

- i. For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, up to the Limitation of Expenditure for the TA, for actual time worked under each Task Authorization and any resulting deliverables in accordance with the firm all-inclusive daily rates set out in *Annex B Basis of Payment* of this Contract and Canada's total liability to the Contractor under a Task Authorization must not exceed the total dollar amount listed, which is in Canadian Dollars (CAD). Customs duties are excluded and applicable taxes are extra. Partial days and extra hours will be prorated based on actual hours worked based on a 7.5-hour workday.
- ii. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed; or
 - b. one month before the end of the period of performance of the TA; or
 - c. as soon as the Contractor considers that the TA funds provided are inadequate for the completion of the Work; whichever comes first.
 - iii. If the notification is for inadequate TA 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.
- (c) **Professional Services provided under a Task Authorization with a Firm Price**
- When the applicable Basis of Payment specified in a TA authorized and issued under the Contract is firm price, in consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm price stipulated in the authorized TA, as determined in accordance with the Price Schedule cost elements in *Annex B*, customs duties are included and Applicable Taxes are extra.
- (d) **Pre-Authorized Travel and Living Expenses:** Canada will not reimburse the Contractor for travel and living expenses incurred to perform the Work in the National Capital Region, nor will Canada reimburse for travel and living expenses incurred to travel from the Contractor's location to and from the National Capital Region. The Contractor will be able to charge for time spent travelling from the National Capital Region to Canada's work site(s), if such travel is requested by the Project Authority, at the per diem rates set out in the Contract, for Work outside the National Capital Region. Canada will reimburse the Contractor for its pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work outside the National Capital Region, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental 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". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

7.8.2 Limitation of Expenditure - Cumulative Total of All Task Authorization

- (a) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*to be completed at contract award*). Customs duties are included and Applicable Taxes are extra.
- (b) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (c) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) When it is 75 percent committed; or
 - (ii) Four (4) months before the Contract expiry date; or
 - (iii) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

Whichever comes first.
- (d) 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.

7.8.3 Method of Payment

Canada's method of payment includes any of the following options or the combination of the following options. The specific method of payment will be defined in each TA.

(a) Task Authorizations with a Maximum Price: For each individual Task Authorization issued under the Contract that contains a maximum price:

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for the resource showing the days and hours worked under each Task Authorization to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the Task Authorization, all of which is required to be performed for the maximum price. If the work described in the Task Authorization is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum price, Canada is only required to pay for the time spent performing the work related to that Task Authorization.

(b) Task Authorizations with a Firm Price - Lump Sum Payment on Completion: Canada will pay the Contractor upon completion and delivery of all the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:

- (i) An accurate and complete invoice for work under each Task Authorization, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) All such documents have been verified and accepted by Canada; and
- (iii) The Work delivered has been accepted by Canada.

(c) Task Authorizations with Milestone Payments: Canada will make milestone payments in accordance with the payment provisions of the TA and Contract and in accordance with the Schedule of Milestones detailed in the TA or Contract and the payment provisions of the Contract if:

- (i) An accurate and complete claim for payment using [PWGSC-TPSGC 1111](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/1111-eng.html), Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/1111-eng.html>), and any other document required by the Contract have been submitted for each portion of work (TA/Contract) and accepted by Canada in accordance with the invoicing instructions provided in the Contract;
- (ii) All the certificates appearing on form [PWGSC-TPSGC 1111](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/1111-eng.html) have been signed by the respective authorized representatives; and
- (iii) All work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

(d) Monthly Payment

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

- (i) An accurate and complete invoice for each portion of work and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) All such documents have been verified and accepted by Canada; and
- (iii) The Work performed has been accepted by Canada.

7.8.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment with thirty (30) calendar days, at Canada's request.

7.8.5 No Responsibility to Pay for Work Not Performed Due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.8.6 Electronic Payment of Invoices - Contract

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

[At contract award, the electronic payment instrument(s) identified by the Bidder in Form 1 to Part 4 RFP Submission Form, Sub-form 2, will be included in this clause.]

7.9 INVOICING INSTRUCTIONS

7.9.1 Invoicing Instructions - General

7.9.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and specific instructions provided in each TA. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

7.9.1.2 Invoices must be distributed as follows:

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

By submitting invoices, the Contractor is certifying that the services have been delivered and that all charges are in accordance with the Basis of Payment of the Contract, including any charges for Work performed by subcontractors.

7.9.1.3 The Contractor must provide the original of each invoice or Claim for Progress Payment to the Project Authority and Contracting Authority.

7.10 CERTIFICATIONS AND ADDITIONAL INFORMATION

7.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire term of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.11 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in (to be completed at contract award), Canada.

7.12 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wordings 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, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) 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 Requirement Check List;
- (f) The signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated _____, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: "* as clarified on _____ " **or** ", as amended on _____ " and insert date(s) of clarification(s) or amendment(s)).

7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR) or FOREIGN NATIONALS (FOREIGN CONTRACTOR)

***Note to Bidders:** Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

SACC Manual clause A2000C (2006-6-16) Foreign Nationals (Canadian Contractor)

SACC Manual clause A2001C (2006-6-16) Foreign Nationals (Foreign Contractor)

7.14 INSURANCE REQUIREMENTS

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

7.15 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and the resource and subcontractor that perform the Work have, and at all times during the term of the Contract they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and the resource or subcontractor it uses) has previously performed similar services for other customers.

7.16 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as a Contractor Representative prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

- d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.17 JOINT VENTURE CONTRACTOR

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 - i. _____ has been appointed as the “representative member” of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the Contract;
 - ii. By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 - iii. All payments made by Canada to the representative member will act as a release to all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada’s opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solitarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

ANNEX A - STATEMENT OF WORK

CORPORATE TRAVEL MANAGEMENT ANALYST

1. REQUIREMENT

- 1.1 The Digital Services Branch of Public Services and Procurement Canada requires a Contractor to provide Corporate Travel Management services on an "as and when requested" basis as described in this Contract for Business Services.

2. BACKGROUND

- 2.1 Public Services and Procurement Canada (PSPC) supports the operations of the Government of Canada, delivers high-quality services in an open and transparent manner, and contributes to building a more inclusive and innovative economy.
- 2.2 Public Works and Government Services Canada (PWGSC) is accountable for the administration and delivery of the travel service to Government of Canada (GC) Departments and organizations. These services are currently offered through the Digital Services Branch (DSB) Shared Travel Services (STS) program and include: electronic pre-trip planning and authorization, an online booking tool, a corporate travel card, an expense management tool, and a reporting solution. Next Generation Travel Program (NGT) is re-imagining and designing the future of the GC travel program as one that is user centric, intuitive and empowers the mobile workforce.
- 2.3 The current Shared Travel Services contract was launched on April 7th, 2014 and will end on April 6, 2022. It includes irrevocable options to extend the contract for up to an additional 24 months, plus up to a 12-month Transition-Out period.
- 2.4 Currently, 101 Departments and other government organizations use various components of the service.
- 2.5 DSB's Next Generation Travel (NGT) has conducted extensive user research on how the GC travels for business to deliver on its mandates. The NextGen Travel engagement spanned from coast-to-coast-to-coast, visiting eight cities and holding innovation labs, open houses and lobby events with public servants.
- 2.6 DSB is committed to supporting PSPC's and the Government of Canada's digital agendas by delivering programs and services to citizens and businesses in simple, modern and effective ways that are optimized for digital and available anytime, anywhere and from any device. DSB is working collaboratively with its clients and partners to improve and digitally transform the delivery of its enterprise-wide and departmental processes and services. By leveraging digital opportunities, DSB will improve the performance, outcomes and reporting of its programs, operations and services thereby improving the overall client and citizen user experience.
- 2.7 For the procurement of NextGen Travel, the Agile Procurement Process (APP) will be used, meaning that engagement with industry will be more agile and collaborative.

- 2.8 The Agile Procurement Process (APP) begins with issuing a Request for Information (RFI). The objective of this RFI is to gain insight into current industry capacity and capabilities in order to help the Government of Canada structure a procurement process that facilitates access, encourages competition and results in best value for Canadians.
- 2.9 Following the RFI, the Government of Canada will be publishing an Invitation to Qualify (ITQ). The purpose of an ITQ is for the GC to select a limited number of Suppliers, who would be eligible to participate in the next stages of the procurement process which is the subsequent and eventual Request for Proposal (RFP).

3. SCOPE OF WORK – Corporate Travel Management Analyst

3.1. TASKS

The contractor must provide the Corporate Travel Management services on an “as and when requested” basis as identified in the Task Authorization. Tasks may include but not limited to:

- 3.1.1. Analysis and development of corporate business travel requirements for the various stages of the agile procurement process which includes the Invitation to Quote (ITQ) and the Request for Proposal (RFP).
- 3.1.2. Analysis and development of evaluation criteria of the corporate business travel requirements through the various stages of the agile procurement process which includes the Invitation to Qualify (ITQ) and the Request for Proposal (RFP).
- 3.1.3. Participate in the evaluations of ITQ and RFP responses.
- 3.1.4. Participate in the development of Key Performance Indicator (KPI) associated with the corporate travel management services.
- 3.1.5. Participate in the defining business strategy and processes in support of travel management transformation and change management activities that will be required to transition from one service provider to another.
- 3.1.6. Participate in change impact analysis and change management activities that will be required for the clients with the implementation of a new travel solution.
- 3.1.7. Participate and create presentations to various stakeholders, and assist in the facilitation of meetings and discussions.
- 3.1.8. Develop the specifications for where, how and why the various travel components are linked together which in turn will support client requirements.
- 3.1.9. Provide overall direction, guidance and definition of travel related components for a corporate travel solution that supports the programs objectives.
- 3.1.10. Review, analyze existing operational processes and align them to the new travel solution and document any new additional operational processes.
- 3.1.11. Provide travel industry expertise in terms of the current industry landscape and trends for the future. The expertise will include but is not limited to the online booking tool, the expense management tool, travel payment tools, reporting tools and duty of care tools.
- 3.1.12. Provide travel industry expertise in terms of mid-office and back-office integration for agency and online booking tools that the industry will provide as a solution to our requirements.

- 3.1.13. Participate and contribute to the development of the Level 2 and Level 3 Business Capabilities such as but not limited to the travel management services, payment services, technology services and expense services.
- 3.1.14. Ensure all solutions, service improvements, plans and strategies are aligned with applicable Government of Canada (GC) legislations, policies and directives, as well as, its digital agenda.
- 3.1.15. Ensure adherence to agile and/or iterative development methodologies for the design, development and delivery of solutions;
- 3.1.16. Participate in meeting, group working sessions and workshops to evolve service delivery and client collaboration for department segmentation for service delivery.
- 3.1.17. Work with NextGen Travel Program to integrate capability planning and roadmap into their strategic planning and project implementations;
- 3.1.18. Determine the impacts of Government of Canada's digital transformation on current program(s), and adjust concepts, models and strategies accordingly;
- 3.1.19. Provide advice and guidance on how to drive integration and value across the travel industry business now and into the future;
- 3.1.20. Conduct analysis to determine best path for solving business problems and/or opportunities that may include operational process improvements, system enhancements, user training and/or partnerships;
- 3.1.21. Identify, document and support the implementation of organizational and/or project business opportunities for improvement and streamlining of business processes;
- 3.1.22. Provide guidance, analysis and advice and, recommend methodologies that have been proven as best practices for change management in both the public and private sectors for improving productivity and achieving efficiency improvements for corporate travel management;
- 3.1.23. Provide guidance, analysis and advice and, recommend methodologies that have been proven as best practices for the implementation of a corporate travel management solution
- 3.1.24. Provide knowledge transfer to departmental personnel on an on-going basis;
- 3.1.25. Function as the liaison to NextGen Travel Program and partners in order to provide broader understanding of industry trends, innovation and their impact on legacy and future program delivery. Work with program and technical teams to evaluate new and emerging technologies, vendors and business models;
- 3.1.27. Collaborate across business segments to both find opportunities and showcase ideas in the innovation and emerging industry;
- 3.1.28. Review, analyse and evaluate, ideas, projects and opportunities to develop new services, new solutions and business models for the program;
- 3.1.29. Examine and advise on development and application of performance evaluation frameworks, and the achievement of outcomes, as well as how to document these in support of transformation initiatives;
- 3.1.30. Prepare and deliver reports, presentations and briefing material to senior management and internal and external stakeholders, as required;
- 3.1.31. Evaluate project impacts and manage and escalate issues and risks appropriately;
- 3.1.32. Develop and maintain work plans and documentation required to effectively manage deliverables and expectations consistent with business capability requirements;

4. DELIVERABLES

- 4.1. Deliverables will be detailed in each TA and must be provided to the Technical Authority in accordance with the provisions of the TA and in accordance with the schedule therein. All work and deliverables detailed in each TA are subject to the acceptance of the Technical Authority. Unless otherwise specified, the Contractor may provide all required deliverables in an electronic format.
- 4.2. The Corporate Travel Management Analyst may be required to prepare and submit any deliverables, including but not limited to the following:
 - 4.2.1 Deliver options for the future operating procedures for the travel supply chain.
 - 4.2.2 Identify future level 2 and 3 capabilities for the various travel components being procured through the agile procurement process.
 - 4.2.3 Document options for the delivery of content and pricing from the travel management company selected and the online booking tool selected.
 - 4.2.4 Document options on the transfer of credits from one service provider to another as the next transition of travel management takes place.
 - 4.2.5 Document options how the ticketing processes for itineraries being delivered by the travel management company and the online booking tool.
 - 4.2.6 Document options for key performance indicators that the supply chain will be measured against for operational delivery. This deliverable includes but is not limited to service levels agreements for the travel agency, online booking, expense management tool, payment tool, reporting tool, duty of care tool.
 - 4.2.7 Prepare organizational change strategy (ies) and plans including articulation of required client configuration and operational processes that will be used by the future travel supply chain.
 - 4.2.8 Prepare gap analysis report(s) with identified, documented and prioritized gaps, work plans and recommending strategies and options specifically for the implementation and transition of the travel agency and online booking tool.
 - 4.2.9 Prepare change management and engagement plans, strategies and supporting artefacts.

5. LANGUAGE OF WORK

- 5.1. The Contractor must provide all services delivered under the Contract in English unless otherwise specified in each TA.
- 5.2. The Contractor must provide a resource that is able to communicate orally and in writing for all services delivered under the Contract in English unless otherwise specified in each TA, without assistance and with minimal errors.

6. LOCATION OF WORK

- 6.1. The contractor is required to telework until further notice. Subject to the work detailed in the TA, the Contractor may be required to perform work at its own facility or PSPC facilities at a location in the NCR.
- 6.2. Canada will provide the necessary space, including the necessary workstations, network access and computers at a PSPC location in the NCR for the Contractor's resource as required.
- 6.3. Canada will provide the Contractor with access to PSPC facilities Monday through Friday on non-statutory holidays between the hours of 6:00 and 18:00 as required. On those occasions when access to PSPC's facilities are required outside of the aforementioned hours, the Contractor must request access permission from the Project Authority in writing and if approved, be accompanied by government personnel.

7. TRAVEL

- 7.1. There may be a requirement to travel. Travel requirements, if applicable, will be specified in each TA.
- 7.2. All travel must have the prior authorization of the Project Authority and must be undertaken in accordance with the National Joint Council Travel Directive.

8. Conflict of Interest

- 8.1. PWGSC plans to prepare bid solicitations in the context of the NextGen Travel project. The Work to be performed by the Contractor under this contract is related to the preparation of bid solicitations for the NextGen Travel project, and may include for example the drafting of statements of work and evaluation criteria, as well as conducting project assessments and providing advice and guidance related to the projects.
- 8.2. The Contractor agrees that, in order to avoid any Conflict of Interest or appearance of Conflict of Interest, the Contractor, its subcontractors and their respective employees or former employees involved in the Work under this contract will not be eligible to bid, either as sole Bidder, Joint Venture or subcontractor to the Bidder on any bid solicitation related to the NextGen Travel project.
- 8.3. The Contractor, its subcontractors and their respective employees and former employees involved in the Work under this contract will not be precluded from bidding on any subsequent solicitation for strategic support or third party advice related work.

9. CONSTRAINTS

- 9.1 Any constraints applicable to the Work will be specified in each TA.

ANNEX B - BASIS OF PAYMENT

ANNEX B - BASIS OF PAYMENT

1. INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD (YEAR 1)	
Resource Category	Firm All-Inclusive Daily Rate Applicable taxes extra
Corporate Travel Management Analyst	

2. OPTION PERIODS

OPTIONAL CONTRACT PERIODS (OPTION YEAR 1, 2, 3, 4)		
Resource Category	Optional Contract Period	Firm All-Inclusive Daily Rate Applicable taxes extra
Corporate Travel Management Analyst	Option year 1	
	Option year 2	
	Option year 3	
	Option year 4	

ANNEX C - SECURITY REQUIREMENTS CHECKLIST (SRCL)



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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction BTAMS	
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 Consultant to provide travel management services and expertise through the RFI - ITQ process and implementation.				
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				
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <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"/>
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 <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
		NATO SECRET <input type="checkbox"/>		
		COSMIC TOP SECRET <input type="checkbox"/>		
		COSMIC TRÈS SECRET <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 ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Fiorin, Rosanna	Manager, Next Generation Travel	Fiorin, Rosanna Digitally signed by Fiorin, Rosanna Date: 2021.01.13 11:08:45 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-277-3550	999-999-9999	rosanna.fiorin@tpsgc-pwgsc.gc.ca	2021/01/13

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
LVERS/SRCL, (TPSGC/PWGSC)	SO	Achkar, Melissa Digitally signed by Achkar, Melissa Date: 2021.01.13 11:17:55 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
--	--	LVERS-SRCL@tpsgc-pwgsc.gc.ca	

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

Stephanie Tompkins Contract Security Officer Stephanie.tompkins@tpgsc-pwgsc.gc.ca	Title - Titre	Signature	
		Tompkins, Stephanie Digitally signed by Tompkins, Stephanie Date: 2021.01.14 11:20:02 -05'00'	
	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX D - TASK AUTHORIZATION (TA) TEMPLATE

This Appendix provides instructions and a template to guide the Project Authority to prepare a TA or the Contractor to respond to the TA in accordance with the resulting contract clauses.

TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA)		
Contractor:	Contract Number:	
Commitment Number:	Financial Coding:	
Task Authorization (TA) Number:	Date:	
TA REQUEST (For completion by Technical Authority)		
1. Description of Requirement: As indicated in the attached Statement of Work (SOW)		
2. Period of Services	From:	To:
3. Work Location		
4. Work Conditions /Restraints	Yes: __ No: __ Specify:	

TA PROPOSAL				
5. Estimated Contract Cost				
Name of Proposed Resource	PWGSC Security File Number	Firm All-Inclusive Daily Rate	Estimated # of Working Days	Total Cost (\$)
Professional Services Estimated Cost			Sub-Total	
			HST	
			Grand Total	

TA APPROVAL		
6. SIGNING AUTHORITIES		
Name, Title and Contact Information of Individual Authorized to Sign on Behalf of the Contractor:	Signature:	Date:
Name, Title and Contact Information of Project Authority (PA):	Signature:	Date:
Name, Title and Contact Information of Contracting Services Authority:	Signature:	Date:
Name, Title and Contact Information of Contracting Authority: (To be signed by PSPC only when total costs are greater than \$200K)	Signature:	Date:
7. BASIS OF PAYMENT & INVOICING		
<p>Must be in accordance with the article entitled “Basis of Payment” in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Technical Authority. Total of payments not to exceed the grand total.</p>		

ATTACHMENT A - EVALUATION AND SELECTION

This Attachment outlines the steps to be followed and methodology to be used for the technical and financial evaluation of the bids. It also provides the Bidder with instructions on how to prepare its responses to the technical evaluation criteria and how to prepare its financial bid. This Annex also describes how the winning bids are determined. This Annex is comprised of three Sections: Section 1 - Technical Evaluation, Section 2 - Financial Evaluation and Section 3 - Basis of Selection.

SECTION 1 - TECHNICAL EVALUATION

1. OVERVIEW

This Section outlines the steps to be followed and methodology to be used for the technical evaluation of the bids. It also provides Bidders with instructions on how to prepare its responses to the technical evaluation criteria.

2. EVALUATION PROCEDURE

The technical evaluation consists of the following steps:

- (1) Evaluate Responses to Mandatory Criteria; and
- (2) Evaluate Responses to Point-Rated Criteria.

The subsequent sections describe each step in more details.

3. CHECK REFERENCES

3.1 BIDDER INSTRUCTION

Reference checks may be used to verify and validate any reference contract provided by the Bidder in Form 1 to Attachment A Reference Projects for Evaluation Criteria. The Bidder is requested to complete and submit Form 1 in accordance with the instructions provided respectively in Form 1. Reference Projects submitted in any other format may not be accepted. The Contracting Authority will email the Bidder the electronic version of the form upon receipt of its written request via email. It is the Bidder's responsibility to confirm in advance with its client contact that this person is willing and will be available to provide a reference for the respective contract or project. The following protocol will be followed regarding communicating with the client contact.

- (a) The Contracting Authority will send the reference check request by e-mail directly to the client contact for the referenced contract or project. The client contact will have five (5) working days (or a longer period otherwise specified in writing by the Contracting Authority) from the date that the request was sent, to respond to the Contracting Authority.
- (b) The client contact will be required, within two (2) working days after the Contracting Authority sends out the reference check request, to acknowledge the receipt of the reference check request and identify his or her willingness and availability to conduct such a reference check. If the Contracting Authority does not receive the required response from the client contact, he or she will notify the Bidder by e-mail, to allow the Bidder to contact its client contact directly to ensure the person in question responds to the Contracting Authority within the allotted time.
- (c) If the client contact is unavailable when required during the evaluation period, the Bidder will be requested to provide an alternate client contact for the same referenced contract or project. Bidders will only be provided with this opportunity once for each referenced contract or project and only if the original client contact is unavailable to respond. The process as described in (b) will be applied if the reference check is to be provided by the alternate client contact. The period to respond for either the original client contact, or the alternate client contact, will be a total of five (5) working days (or a longer period otherwise specified in writing by the Contracting Authority) in accordance with (b).
- (d) Wherever information provided by a client contact differs from the information provided by the Bidder, the Bidder will be given an opportunity to clarify. The information to be assessed includes the Bidder's original information for the referenced contract or project, any information provided

by the Bidder in response to clarification request(s) and any information provided by the client contact for the referenced contract or project.

3.2 REFERENCE CHECK

The Contracting Authority will ask the client contact in his or her e-mail request for a reference check, to make a written confirmation (i.e. 'Yes', 'No', 'Unwilling to Confirm', or 'Unable to Confirm') on every aspect of the reference project as described in section III of a mandatory or point-rated criterion.

Taking M-1 for the Corporate Travel Management Analyst in Appendix 1 to Attachment A - Evaluation Criteria as an example, the Contracting Authority will include the following text in his or her e-mail request:

As a client contact proposed by the bidder for ____ (the Bidder's proposed resource name) with respect to the reference project ____ please confirm whether or not the resource in question

(a) Had provided travel management services

Yes [] No [] Unwilling to Confirm [] Unable to Confirm []

(b) Had been on the project for a minimum duration of six (6) consecutive months

Yes [] No [] Unwilling to Confirm [] Unable to Confirm []

The reference project submitted by the Bidder will be deemed invalid and will not be used in any technical evaluation if the client contact for the referenced project fails to timely respond to Contracting Authority's reference check request, or is unable or unwilling to confirm any one of the aspects of the referenced project, or responded 'No' to any one of the aspects of the referenced project.

If this results in the Bidder not meeting one or more resource mandatory criteria, the bid will be declared non-complaint and will not be evaluated further. If this results in the Bidder not meeting one or more resource point-rated criteria, the bid will not be awarded the points associated with the respective point-rated criterion.

4. EVALUATE RESPONSES TO MANDATORY CRITERIA

4.1 BIDDER INSTRUCTION

The Bidder must respond to each mandatory criterion set out in Appendix 1 to Attachment A - Evaluation Criteria. Experience accumulated working on concurrent projects will count only once towards the total years of experience. In preparing its responses to the mandatory criteria, the Bidder is requested to use the below table.

ID #	Bidder's Response	Demonstrated Experience
M-1		
M-2		

Note to the Bidder:

- (a) **ID #:** This is an assigned evaluation criterion number and is prefaced with a "M" for Mandatory Evaluation Criteria.
- (b) **Bidder's Response:** The Bidder must provide its response in sufficient details in this column to

demonstrate its full compliance with the corresponding mandatory criterion.

- (c) **M #:** This is the number assigned by the Bidder to each reference contract in Form 1 to Attachment A Reference Contracts for Evaluation Criteria.

4.2 EVALUATION

A Bidder's Technical Bid will be evaluated against each mandatory criterion set out in Appendix 1 to Attachment A - Evaluation Criteria as either "Met" or "Not Met". A single "Not Met" will result in the Bid being deemed non-compliant and will not be evaluated further.

The Technical Bid meeting all the mandatory criteria will be further evaluated and scored in accordance with the point-rated criteria as described in the section below.

5. EVALUATE RESPONSES TO POINT-RATED CRITERIA

5.1. BIDDER INSTUCTION

The Bidder should respond to each point-rated criterion set out in Appendix 1 to Attachment A - Evaluation Criteria. NIL response is required for any point-rated criterion to which the Bidder decides not to respond. In preparing its responses to the point-rated criteria, the Bidder is requested to use the below table.

ID #	Bidder's Response	Demonstrated Experience
PR-1		
PR-2		
PR-3		
PR-4		
PR-5		
PR-6		

Note to the Bidder:

- (a) **ID #:** This is the assigned evaluation criterion number and is prefaced with a "PR" for Point-Rated Criteria.
- (b) **Bidder's Response:** The Bidder must provide its response in sufficient details in this column to demonstrate it meets the corresponding point-rated criterion.
- (c) **PR #:** This is the number assigned by the Bidder to each reference contract in Form 1 to Attachment A Reference Contracts for Evaluation Criteria.

5.2. EVALUATION AND SCORING

The Bidder's response to each point-rated criterion will be evaluated and scored in accordance with Appendix 1 to Attachment A - Evaluation Criteria. **The minimum pass mark associated with the technical evaluation is 60%.** A consensus approach will be used in case of scoring discrepancy among the evaluation team regarding any point-rated criterion.

The distributions of points are outlined in the table below.

SUMMARY: POINTS DISTRIBUTION		
EVALUATION CRITERIA	Maximum Points	Awarded Points
PR – 1	1500	
PR – 2	1500	
PR – 3	1500	
PR – 4	1750	
PR – 5	1100	
PR – 6	850	
Total Points for Point-Rated	8200	

5.3. CALCULATION OF TOTAL TECHNICAL SCORE

The maximum total points that can be obtained by a Bidder for all the pointed-rated criteria are 8200. As the Total Technical Score (TTS) is weighted 70% of the Total Bid Score (TBS), the TTS is calculated according to the following formula, rounded to two decimal places.

$$TTS = 70 \times \{(Total\ Awarded\ Point) / 8200\}$$

For example, if the Bidder A is awarded 5000 points, the TTS for the Bidder A is:

$$TTS = 70 \times \{7000 / 8200\} = 59.7561 = 59.76$$

Note to Bidders: The minimum TTS for Bidders to pass to be deemed technically compliant is 60% of the TTS.

SECTION 2 - FINANCIAL EVALUATION

1. OVERVIEW

This Section outlines the steps to be followed and methodology to be used for the financial evaluation of the bids. It also provides Bidders with instructions on how to prepare its financial bid.

2. FINANCIAL BID PREPARATION

2.1 BIDDER INSTRUCTIONS

The Bidder must submit its Financial Bid by submitting Attachment B – Pricing Schedule in its entirety. A Financial Bid submitted in any other format will not be accepted.

3. CALCULATION OF TOTAL FINANCIAL SCORE

The Bidder must complete and submit Attachment B – Pricing Schedule. Otherwise, Bidder's financial bid will be deemed non-compliant, resulting in the non-compliance of its entire bid.

The Total Financial Score (TFS) will only be calculated if Bidder's technical bid and financial bid have been determined compliant. However, if there is only one (1) compliant bid, the TFS will not be calculated for this bid.

As the TTS is weighted 70% of the TBS, the TFS is weighted 30% of the TBS. The TFS is calculated according to the following formula, rounded to two decimal places.

TFS for Bid α = 30 x {Lowest Total Evaluated Bid Price among All Compliant Bids}/Total Evaluated Bid Price for Bid α

For example, if three (3) bids (i.e., Bid A, B and C) have been deemed compliant and the Total Evaluated Bid Prices for Bid A, Bid B and Bid C are \$19,000,000, \$18,000,000 and \$17,000,000, respectively, the TFS for each bid is:

$$TFS \text{ for Bid A} = 30 \times \{17,000,000/19,000,000\} = 30 \times 0.8947 = 26.842 = \mathbf{26.84}$$

$$TFS \text{ for Bid B} = 30 \times \{17,000,000/18,000,000\} = 30 \times 0.9444 = 28.333 = \mathbf{28.33}$$

$$TFS \text{ for Bid C} = 30 \times \{17,000,000/17,000,000\} = 30 \times 1.0000 = 30.000 = \mathbf{30.00}$$

SECTION 3 - BASIS OF SELECTION

1. OVERVIEW

"Highest Combined Rating of Technical Merit (70%) and Price (30%)" method will be used to select the winning bid(s) when there are multiple compliant bids. This method is not applicable if there is only one (1) compliant bid.

To be declared compliant, a bid must comply with all the requirements of the bid solicitation including all mandatory criteria and pricing rules.

2. BID RANKING

The compliant bids will be ranked based on the TBS they obtain, from the highest to the lowest. The compliant bid with the highest TBS will become the top-ranked bid. The TBS is calculated as follows:

$$TBS = TTS + TFS$$

In the event that the identical TBS is obtained by the multiple compliant bids, the following steps will be taken to break the tie:

- (a) The bid with the higher TTS will be ranked higher.
- (b) If the TTS are identical, the bid that obtains the higher total points for the point-rated criteria in Appendix 1 to Attachment A will be ranked higher.

3. WINNING BID

One winning bid will be selected and recommended for contract award. The winning bid will be determined as follows:

(a) Only One (1) Compliant Bid

- (i) This sole compliant bid will become the winning bid.
- (ii) The bid will not be ranked.

(b) More Than One (1) Compliant Bids

- (i) The first-ranked bid will become the winning bids.
- (ii) If two (2) bids are tied for the first place, tie-breaking steps specified in 2. Bid Ranking will be used to select the winning bid.

APPENDIX 1 TO ATTACHMENT A - EVALUATION CRITERIA

This attachment outlines the resource mandatory and point-rated criteria to be used in the evaluation of the Bidder's proposed resource.

1.1 MANDATORY CRITERIA

ID #	Mandatory Criteria	Demonstrated Experience
M-1	<p>The bidder must demonstrate that within the past 15 years of the solicitation closing date that the proposed resource has a minimum 10 years of experience in providing travel management services for corporate clients with a minimum of 5,000 annual bookings or \$10 million CAD in annual travel spend where the services being offered must include at least two of the following:</p> <ul style="list-style-type: none"> a. Online booking Tools b. Expense management Tools c. Payment Solutions d. Corporate Agency Service <p>For each reference project, the resource must:</p> <ul style="list-style-type: none"> i. Be for a client that is arms-length from the Bidder and not an affiliate of the Bidder; ii. Have worked with at least 2 Canadian corporate travel clients; iii. Have been on the project for a minimum duration of 6 consecutive months; <p>The bidder must demonstrate that the resource have performed, as a Travel Management Analyst, any five (5) of the following tasks:</p> <ul style="list-style-type: none"> i) Developed technical and configuration strategies for an online booking tool in order to meet a corporate travel client requirements. ii) Developed technical and configuration strategies for an expense management tool in order to meet a corporate travel client requirements. iii) Analyzed and evaluated alternative technology solutions to address corporate client business travel challenges; iv) As new services are introduced in the industry informing and incorporating new features in the corporate travel solution for the clients. v) Identify and implement operational procedures and decision flows to support corporate client requirements; vi) Defined input and output for fare content and other sources for an online booking tool and obtained approval of the corporate client; vii) Provided strategic advice and recommendations to corporate clients on travel industry changes and trends; viii) Prepared briefing materials and conducted stakeholder meetings with corporate clients. ix) Prepared and delivered quarterly travel management reports. The reports must include at least two of the following services: online booking tool, expense management, payment tools and agency services. 	

ID #	Mandatory Criteria	Demonstrated Experience
M-2	<p>The bidder's proposed resource must have a degree or diploma from a recognized University or College, or one of the following recognized valid certifications or designations, including but not limited to:</p> <ul style="list-style-type: none"> I. Certified Travel Counsellor (CTC) II. Certified Travel Manager (CTM) III. Certified Travel Industry Executive (CTIE) IV. Global Travel Professional Certification (GTP) <p>To demonstrate the above, a copy of the degree, diploma, certification or designation must be provided with the bid.</p>	

1.2 POINT-RATED CRITERIA

Bidder must obtain minimum of 4920 points (60%) out of 8200 points.

ID #	Rated Criteria	Scoring Scheme	Demonstrated Experience
PR-1	<p>The bidder should demonstrate the number of projects within the last 8 years of the solicitation closing date where the proposed resource implemented an Online Booking Tool for corporate travel clients.</p> <p>Each project must:</p> <ul style="list-style-type: none"> i. Be for a client that is arms-length from the Bidder and not an affiliate of the Bidder; ii. Have had a minimum of 5,000 bookings or \$10 million CAD in annual travel spend within a 1 year period of go-live date; iii. Have a minimum duration of 6 consecutive months; <p>If more than 5 projects are presented, only the 1st 5 projects in order of presentation will be evaluated.</p>	<p>Max Points: 1500 points</p> <p>170 points for each distinct and separate project</p> <p>Note to the Bidder: A maximum of five (5) reference projects will be evaluated. No extra points will be awarded for additional projects.</p> <p>30 additional points for each reference project with Canadian clients;</p> <p>50 additional points for each reference project within public sector;</p> <p>30 additional points for each reference project with a number of booking between 10,000-25,000 annually or between \$20 to \$50 million CAD in annual travel spend</p> <p>50 additional points for each reference project with a number of booking exceed 25,000 annually or \$50 million CAD in annual travel spend</p>	
PR-2	<p>The bidder should demonstrate the number of projects within the last 10 years of the solicitation closing date where the proposed resource implemented an expense management tools for corporate travel clients.</p> <p>Each project must:</p> <ul style="list-style-type: none"> I. Be for a client that is arms-length from the Bidder and not an affiliate of the Bidder; II. Have had a minimum of 5,000 bookings or \$10 million CAD in annual travel spend within a 1 year period of go-live date; 	<p>Max Points: 1500 points</p> <p>170 points for each distinct and separate project</p> <p>Note to the Bidder: A maximum of five (5) reference projects will be evaluated. No extra points will be awarded for additional projects.</p> <p>30 additional points for each reference project with Canadian clients;</p>	

ID #	Rated Criteria	Scoring Scheme	Demonstrated Experience
	<p>III. Have a minimum duration of 6 consecutive months;</p> <p>If more than 5 projects are presented, only the 1st 5 projects in order of presentation will be evaluated.</p>	<p>50 additional points for each reference project within public sector;</p> <p>30 additional points for each reference project with a number of booking between 10,000-25,000 annually or between \$20 to \$50 million CAD in annual travel spend</p> <p>50 additional points for each reference project with a number of booking exceed 25,000 annually or \$50 million CAD in annual travel spend</p>	
PR-3	<p>The bidder should demonstrate the number of projects within the last 8 years of the solicitation closing date where the proposed resource implemented a Travel Agency Service for corporate travel clients.</p> <p>Each project must:</p> <ul style="list-style-type: none"> I. Be for a client that is arms-length from the Bidder and not an affiliate of the Bidder; II. Have had a minimum of 5,000 bookings or \$10 million CAD in annual travel spend within a 1 year period of go-live date; III. Have a minimum duration of 6 consecutive months; <p>If more than 5 projects are presented, only the 1st 5 projects in order of presentation will be evaluated.</p>	<p>Max Points: 1500 points</p> <p>170 points for each distinct and separate project</p> <p>Note to the Bidder: A maximum of five (5) reference projects will be evaluated. No extra points will be awarded for additional projects.</p> <p>30 additional points for each reference project with Canadian clients;</p> <p>50 additional points for each reference project within public sector;</p> <p>30 additional points for each reference project with a number of booking between 10,000-25,000 annually or between \$20 to \$50 million CAD in annual travel spend</p> <p>50 additional points for each reference project with a number of booking exceed 25,000 annually or \$50 million CAD in annual travel spend</p>	

ID #	Rated Criteria	Scoring Scheme	Demonstrated Experience
PR-4	<p>The bidder should demonstrate the number of projects within the last 5 years of the solicitation closing date where the proposed resource implemented a travel payment solution for corporate travel clients.</p> <p>Each project must:</p> <ul style="list-style-type: none"> I. Be for a client that is arms-length from the Bidder and not an affiliate of the Bidder; II. Have had a minimum of 5,000 bookings or \$10 million CAD in annual travel spend within a 1 year period of go-live date; III. Have a minimum duration of 6 consecutive months; <p>For the purposes of this evaluation criteria, the acceptable travel payments solutions are: ghost cards, lodge cards, virtual cards, contactless payments.</p> <p>If more than 5 projects are presented, only the 1st 5 projects in order of presentation will be evaluated.</p>	<p>Max Points: 1750 points</p> <p>170 points for each distinct and separate project</p> <p>Note to the Bidder: A maximum of five (5) reference projects will be evaluated. No extra points will be awarded for additional projects.</p> <p>30 additional points for each reference project with Canadian clients;</p> <p>50 additional points for each reference project within public sector;</p> <p>30 additional points for each reference project with a number of booking between 10,000-25,000 annually or between \$20 to \$50 million CAD in annual travel spend</p> <p>50 additional points for each reference project with a number of booking exceed 25,000 annually or \$50 million CAD in annual travel spend</p> <p>25 additional point for each reference project if the travel payment solutions implemented were virtual cards</p> <p>25 additional point for each reference project if contactless travel payment solutions were implemented</p>	

ID #	Rated Criteria	Scoring Scheme	Demonstrated Experience
PR-5	<p>The bidder should demonstrate the number of projects within the last 8 years of the solicitation closing date where the proposed resource implemented travel management services for clients with a minimum of 5,000 bookings or \$10 million CAD in annual travel spend within a 1 year period of go-live date, where the services being implemented must include at least 3 of the following:</p> <ul style="list-style-type: none"> i. Online booking tools ii. Expense management tools iii. Agency management services iv. Payment <p>Each project must:</p> <ul style="list-style-type: none"> i. Be for a client that is arms-length from the Bidder and not an affiliate of the Bidder; ii. Have had a minimum of 5,000 bookings or \$10 million CAD in annual travel spend within a 1 year period of go-live date; iii. Have a minimum duration of 6 months; <p>If more than 5 projects are presented, only the 1st 5 projects in order of presentation will be evaluated.</p>	<p>Max Points: 1100 points</p> <p>170 points for each distinct and separate project</p> <p>Note to the Bidder: A maximum of five (5) reference projects will be evaluated. No extra points will be awarded for additional projects.</p> <p>50 additional points for each reference project if all 4 service components were implemented.</p>	
PR-6	<p>The bidder should demonstrate the number of projects where the proposed resource was responsible for developing, negotiating with the client or a vendor, and implementing Key Performance Indicators (KPI) for a travel agency service, Online Booking Tool and/or Expense Management Tools for corporate travel clients.</p> <p>Each project must:</p> <ul style="list-style-type: none"> i. Be for a client that is arms-length from the Bidder and not an affiliate of the Bidder; ii. Have had a minimum of 5,000 bookings or \$10 million CAD in annual travel spend within a 1 year period of go-live date; iii. Have a minimum duration of 6 months; <p>If more than 5 projects are presented, only the 1st 5 projects in order of presentation will be evaluated.</p>	<p>Max Points: 850 points</p> <p>170 points for each distinct and separate project</p> <p>Note to the Bidder: A maximum of five (5) reference projects will be evaluated. No extra points will be awarded for additional projects.</p>	

ATTACHMENT B – PRICING SCHEDULE

ATTACHMENT B – PRICING SCHEDULE

The estimated number of days (A) is only for evaluation purposes during the solicitation process and does not represent a commitment of the future usage.

1. INITIAL CONTRACT PERIOD

INITIAL CONTRACT PERIOD (YEAR 1)			
Resource Category	Estimated Number of Days (A)	Firm All-Inclusive Daily Rate (B)	Total Cost (A x B)
Corporate Travel Management Analyst	240	\$	\$
Total Price for Initial contract Period			\$

2. OPTION PERIODS

OPTIONAL CONTRACT PERIODS (OPTION YEAR 1, 2, 3, 4)				
Resource Category	Optional Contract Period	Estimated Number of Days (A)	Firm All-Inclusive Daily Rate (B)	Total Cost (A x B)
Corporate Travel Management Analyst	Option year 1	240	\$	\$
	Option year 2	240	\$	\$
	Option year 3	240	\$	\$
	Option year 4	240	\$	\$
Total Price for Option contract Periods				\$

Total Bid Price	
Initial Contract Period (Year 1) + Optional Contract Periods (Option year 1, 2, 3, 4) Applicable taxes extra	\$

FORM 1 TO ATTACHMENT A - REFERENCE PROJECTS FOR EVALUATION CRITERIA

The Bidder is requested to complete Form 1(a) below for each reference projects that is submitted to respond to the corresponding mandatory criterion and/or point-rated criterion as described in in Appendix 1 to Attachment A. The Bidder should expand the form until all the reference projects are included. When doing so, the Bidder is requested to follow the same format and use a Reference Project # that is in ascending numerical sequence prefaced with “PR-” (e.g. PR-1, PR-2, PR-3, PR-4, PR-5, PR-6, etc.).

FORM 1(a) - REFERENCE PROJECTS	
<div> <div>Bidder Name: _____</div> <div>Reference Project #: PR-1</div> </div>	
Section 1: Project Information	
Project Title	
Start Date (Month-Year)	
End Date (Month-Year)	
Executive Summary of project requirements:	
Key Roles and Responsibilities:	
Section 2: Client Contact Information	
Public Sector Client (Yes/No)	
Organization Name	
Contact Name	
Title	
Business Address	
Telephone	
Email Address	
<i>Note to the Bidder: The form should be expanded to include all reference projects.</i>	

FORM 1 TO PART 4 - RFP SUBMISSION FORM

1. BIDDER INFORMATION AND ELECTRONIC PAYMENT

1.1 Sub-form 1 - Bidder's Information and Authorization

BIDDER'S INFORMATION	
Bidder's Full Legal Name	
(a)	
Bidder's Procurement Business Number	
(b)	
Authorized Representative of Bidder for Evaluation Purposes (e.g. clarifications)	
(c)	Name:
	Title:
	Address:
	Telephone #:
(d)	Email:
If submitting a bid in response to the RFP as a joint venture, the Bidder must complete section (d) below. <i>[Bidder to add more rows if more than one joint venture member]</i>	
(d)	Joint venture member full legal name:
	Joint venture member address:
Applicable Laws	
<p>In accordance with RFP Part 2 Bidder Instructions, section 2.4 Applicable Laws, 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 below 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 Bidder.</p>	

BIDDER'S INFORMATION	
(e)	Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.
<p align="center">RFP Submission Requirements</p> <p>It is the Bidder's sole responsibility to ensure its response addresses all requirements outlined in the RFP.</p>	
<p align="center">Bidder Authorization</p> <p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 	
(f)	Name:
	Address:
	Email:
	Signature of Authorized Representative of Bidder:
	Phone:
Date:	
<p>If submitting a bid in response to the RFP as a joint venture, the Bidder must complete section (g) below. <i>[Bidder to add more rows if more than one joint venture member]</i></p>	
(g)	Name:
	Address:
	Email:

BIDDER'S INFORMATION	
	Signature of authorized representative of Bidder:
	Phone:
	Date:

1.2 Sub-form 2 - Electronic Payment Instruments

As indicated in Part 3, clause 3.3.3 the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- () Direct Deposit (Domestic and International)
- () VISA Acquisition Card
- () MasterCard Acquisition Card

2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

In accordance with RFP Part 5 - Certifications, I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the bid submission date. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-compliant, or will declare a Contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-compliant or constitute a default under the Contract.

2.1 Sub-form 3 - Former Public Servant

<p>Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.</p>	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide the following information:</p>
---	--

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-compliant.

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.

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

Name(s) of former public servant:

as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.2 Sub-form 4 - Work Force Adjustment

<p>Work Force Adjustment Directive See Sub-form 3 for a definition of "Former Public Servant (FPS)".</p> <p>For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.</p>	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>If yes, provide the following information:</p>	
	<p>a. name of former public servant;</p>	
	<p>b. conditions of the lump sum payment incentive;</p>	
	<p>c. date of termination of employment;</p>	
	<p>d. amount of lump sum payment;</p>	
	<p>e. rate of pay on which lump sum payment is based;</p>	
	<p>f. period of lump sum payment including start date, end date and number of weeks; and</p>	
<p>g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.</p>		

2.3 Sub-form 5 - Federal Contractors Program for Employment Equity

For further information on the Federal Contractors Program for Employment Equity visit <https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- () A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- () A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- () B1. The Bidder is not a Joint Venture.

OR

- () B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

3. CERTIFICATION

By signing this certification, the Bidder hereby certifies its full understanding of and compliance with the above-described requirements.

The Bidder also certifies that the signature below is that of a person authorized to sign on behalf of the Bidder.

Signature

Date

Name and title of person authorized to sign on behalf of the Bidder

Name of the Bidder