



**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, Québec 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**

<b>Title - Sujet</b> RFP - New Contract - PM Resources	
<b>Solicitation No. - N° de l'invitation</b> 47419-211699/A	<b>Date</b> 2021-05-28
<b>Client Reference No. - N° de référence du client</b> 47419-211699	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZG-423-39527	
<b>File No. - N° de dossier</b> 423zg.47419-211699	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-07-05</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Marcotte, Karen	<b>Buyer Id - Id de l'acheteur</b> 423zg
<b>Telephone No. - N° de téléphone</b> (613) 858-8522 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Business Management and Consulting Services Division /  
Division des services de gestion des affaires et de  
consultation  
Terrasses de la Chaudière 5th Floor  
Terrasses de la Chaudière 5e étage  
10 Wellington Street  
10, rue Wellington  
Gatineau  
Québec  
K1A 0S5

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

**BID SOLICITATION**

**FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT**

**TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
(TIER 2 NCR)**

**FOR VARIOUS RESOURCE CATEGORIES FOR**

**WORKSTREAM 1 – BUSINESS MANAGEMENT SERVICES**

**WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES**

**WORKSTREAM 3 – CYBER PROTECTION SERVICES**

**REQUESTED BY**

**CANADA BORDER SERVICES AGENCY (CBSA)**

**THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS**

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**List of Annexes to the Resulting Contract:**

Annex A Statement of Work

- Appendix A to Annex A – Tasking Assessment Procedure
- Appendix B to Annex A – Task Authorization (TA) Form

- Appendix C to Annex A – Resources Assessment Criteria and Response Table – Workstream 1
- Appendix C to Annex A – Resources Assessment Criteria and Response Table – Workstream 2
- Appendix C to Annex A – Resources Assessment Criteria and Response Table – Workstream 3
- Appendix D to Annex A – Certifications at the TA Stage

Annex B Basis of Payment – Workstream 1  
Annex B Basis of Payment – Workstream 2  
Annex B Basis of Payment – Workstream 3

Annex C Security Requirements Check List

**List of Attachments to Part 3 (Bid Preparation Instructions):**

- Attachment 3.1: Bid Submission Form
- Attachment 3.2: Pricing Schedule
- Attachment 3.3: Electronic Payment Instruments

**List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):**

- Attachment 4.1: Technical Criteria – Workstream 1
  - Part A Mandatory Corporate Experience – The Bidder
  - Part B Point Rated Corporate Experience – The Bidder
- Attachment 4.2: Technical Criteria – Workstream 2
  - Part A Mandatory Corporate Experience – The Bidder
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- Attachment 4.3: Technical Criteria – Workstream 3
  - Part A Mandatory Corporate Experience – The Bidder
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**List of Attachments to Part 5 (Certifications):**

- Attachment 5.1: Federal Contractors Program for Employment Equity - Certification

**Forms:**

- Form M1-A: Bidder's Experience
- Form M1-B: Bidder's Experience
- Form M2: Technical Environment
- Form R1: Bidder's Experience
- Form R2: Bidder Experience with new technologies and new methodologies

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work and any other annexes.

### **1.2 Summary**

- (a) This bid solicitation is being issued to satisfy the requirement of Canada Border Services Agency (CBSA) (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of up to two contracts in Workstream 1, up to two contracts in Workstream 2, up to two contracts in Workstream 3, with each contract purchasing Work from only one Workstream. Each contract will be for two years plus three one-year irrevocable options allowing Canada to extend the term of the contract. Bidders do not have to submit a bid for each Workstream. In the event that a Bidder wants to bid on more than one Workstream, a separate technical bid should be submitted for each Workstream.
- (c) 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.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA) and the Canada-Korea Free Trade Agreement (CKFTA).
- (e) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."

- (f) Any requirement for deliveries within any Comprehensive Land Claims Agreements (CLCAs) areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador are excluded from this bid solicitation and will be treated as a separate procurement, outside the resulting contracts.
- (g) Bidders must use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.
- (h) Only TBIPS SA Holders holding a TBIPS SA for Tier 2 at the time of bid closing, in all required resource categories of a given Workstream in this solicitation and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (i) SA Holders that are competing as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (j) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

**WORKSTREAM 1 – BUSINESS MANAGEMENT SERVICES**

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
B.1 Business Analyst	Level 3	8
B.2 Business Architect	Level 3	5
B.3 Business Consultant	Level 3	2
B.7 Business Transformation Architect	Level 3	3

**WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES**

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
P.5 Project Executive	Level 3	2
P.9 Project Manager	Level 3	11
P.10 Project Scheduler	Level 3	2

**WORKSTREAM 3 – CYBER PROTECTION SERVICES**

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
C.16 Privacy Impact Assessment Specialist	Level 3	3

**1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) 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 Public Works and Government Services Canada.
- (b) 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(s).
- (c) The 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 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
  - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 180 days
- (f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
  - 1. Facsimile

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### 2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date, time and at the PWGSC address indicated on page one of the bid solicitation.

**Note:** For bidders needing to register with e-post Connect the email address is: [tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**Interested Bidders must register a few days prior to solicitation closing date.**

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

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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 with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Former Public Servant

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

#### (b) 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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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.

#### (c) Former Public Servant in Receipt of a Pension

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

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

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

(d) **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

**2.5 Applicable Laws**

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario

**Note to Bidders:** *Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract*

**2.6 Volumetric Data**

The estimated number of resources has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes

## **2.7 Bid Challenge and Recourse Mechanisms**

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### (a) Epost Connect Bid Submission

- (i) Canada requires that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
  - (A) Section I: Technical Bid
  - (B) Section II: Financial Bid
  - (C) Section III: Certifications
- (iii) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

(b) Hard copy bid submissions will not be given any consideration.

(c) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) page size;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

(d) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>).

#### (e) Submission of Only One Bid:

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified. A single bid may contain bids to be awarded a contract in one or more Workstreams. However, a bid may not contain a bid from the Bidder, including related entities to be awarded more than one contract in any given Workstream.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a

natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:

- (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
  - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

**(f) Joint Venture Experience:**

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

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

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

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

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

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

- Contracts all signed by A;

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

That show in total 100 billable days.

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

### 3.2 Section I: Technical Bid

(a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Attachment 3.1 with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

(ii) **Substantiation of Technical Compliance:**

- (A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Part A of Attachment 4.1, 4.2 or 4.3, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Part A of Attachment 4.1, 4.2 or 4.3, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

- (B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Part B of Attachment 4.1, 4.2 or 4.3, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Part B of Attachment 4.1, 4.2 or 4.3, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(iii) **Customer Reference Contact Information:**

(A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by MTC1-A, MTC1-B in Part A of Attachment 4.1, 4.2 or 4.3, and RTC1, RTC2 in Part B of Attachment 4.1, 4.2 or 4.3

(B) The form of question to be used to request confirmation from customer references is as follows:

“Has the Bidder provided your organization with (details of MTC1-A, MTC1, RTC1, RTC2 to be provided to the Customer Reference)”

\_\_\_ *Yes, the Bidder has provided my organization with the services described above.*

\_\_\_ *No, the Bidder has not provided my organization with the services described above.*

\_\_\_ *I am unwilling or unable to provide any information about the services described above.*

(C) For each customer reference, the Bidder must, at a minimum, provide the name and e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

**3.3 Section II: Financial Bid**

(a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment “3.2”. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

(b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:

(i) the rate bid must not increase by more than 5% from one time period to the next, and

(ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.

(c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:

(i) the rate bid for level three must be the same or higher than that bid for level two.

(d) **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. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

*(f) **Note to Bidders:** If Canada receives 4 or fewer Bids by the bid solicitation closing date, the above sub-article entitled "Blank Prices" will not apply.*

- (g) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment "3.3" Electronic Payment Instruments, to identify which ones are accepted. If Attachment "3.3" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion

### 3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. 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.
- (b) 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.
- (c) 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 (e.g., references named in the résumés of individual resources) 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.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for each Workstream of this requirement ONLY if Canada receives four or fewer bids in response to a given Workstream by the bid solicitation closing date.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE

THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

## **4.2 Technical Evaluation**

A separate technical evaluation will be conducted for each Workstream.

- (a) **Mandatory Technical Criteria:**
  - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
  - (ii) The mandatory technical criteria are described in Part A of Attachment 4.1, 4.2 or 4.3.

- (iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.

(b) **Point-Rated Technical Criteria:**

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- (ii) The rated requirements are described in Part B of Attachment 4.1, 4.2 or 4.3.

(c) **Resources Evaluated at TA Stage**

Resources will not be evaluated as part of this bid solicitation.

Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix C of Annex A.

(d) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

**4.3 Financial Evaluation**

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s). A separate financial evaluation will be conducted for each Workstream.
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).
- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
  - (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category of each Workstream, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 10% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.
  - (ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream points will be allocated as follows:
    - (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
    - (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:
 
$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$
    - (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

<b>TABLE 1 - MAXIMUM POINTS ASSIGNED</b>						
<b>WORKSTREAM 1- BUSINESS MANAGEMENT SERVICES</b>						
RESOURCE CATEGORIES	Contract Period Year 1	Contract Period Year 2	Option Period Year 3	Option Period Year 4	Option Period Year 5	TOTAL POINTS
B.1 Business Analyst – Level 3	25	25	25	25	25	125
B.2 Business Architect – Level 3	25	25	25	25	25	125

B.3 Business Consultant – Level 3	25	25	25	25	25	125
B.7 Business Transformation Architect – Level 3	25	25	25	25	25	125
TOTAL	100	100	100	100	100	500

<b>TABLE 1 - MAXIMUM POINTS ASSIGNED</b>						
<b>WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES</b>						
RESOURCE CATEGORIES	Contract Period Year 1	Contract Period Year 2	Option Period Year 3	Option Period Year 4	Option Period Year 5	TOTAL POINTS
P.5 Project Executive – Level 3	25	25	25	25	25	125
P.9 Project Manager – Level 3	25	25	25	25	25	125
P.10 Project Scheduler – Level 3	25	25	25	25	25	125
TOTAL	75	75	75	75	75	375

<b>TABLE 1 - MAXIMUM POINTS ASSIGNED</b>						
<b>WORKSTREAM 3 – CYBER PROTECTION SERVICES</b>						
RESOURCE CATEGORIES	Contract Period Year 1	Contract Period Year 2	Option Period Year 3	Option Period Year 4	Option Period Year 5	TOTAL POINTS
C.16 Privacy Impact Assessment (PIA) – Level 3	25	25	25	25	25	125
TOTAL	25	25	25	25	25	125

- (iii) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category of each Workstream will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.

(iv) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Business Analyst	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$440.00	\$450.00	\$450.00
Business Consultant	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$680.00
Business Transformation Architect	50 (25 pts. per year)	\$555.00	\$580.00	\$750.00	\$785.00	\$700.00	\$735.00
<b>TOTAL</b>	300						
STEP 1 - Establishing the lower and upper median band limits for each year and each resource category							
(Median 1)	For the Business Analyst Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$378.00 and higher median band limit would be \$546.00.						
(Median 2)	For the Business Analyst Resource Category, the year 2 median would be \$440.00. The lower median band limit would be \$396.00 and higher median band limit would be \$572.00.						
(Median 3)	For the Business Consultant Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$540.00 and higher median band limit would be \$780.00.						
(Median 4)	For the Business Consultant Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$558.00 and higher median band limit would be \$806.00.						
(Median 5)	For the Business Transformation Architect Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$630.00 and higher median band limit would be \$910.00.						
(Median 6)	For the Business Transformation Architect Category, the year 2 median would be \$735.00. The lower median band limit would be \$661.50 and higher median band limit would be \$955.50.						
STEP 2 - Points Allocation:							
<b>Bidder 1:</b>							
Business Analyst Year 1= 75 points (lowest rate within the lower and upper median band limits)							

Business Analyst Year 2 = 75 points (lowest rate within the lower and upper median band limits)

Business Consultant = 50 points (lowest rate within the lower and upper median band limits)

Business Consultant = 50 points (lowest rate within the lower and upper median band limits)

Business Transformation Architect = 0 points (outside the lower and higher median band limits)

Business Transformation Architect = 0 points (outside the lower and higher median band limits)

**Bidder 2:**

Business Analyst Year 1 = 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)

Business Analyst Year 2 = 68.18 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$440.00) Multiplied by 75 pts)

Business Consultant Year 1 = 50 points (lowest price within the lower and upper median band limits)

Business Consultant Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)

Business Transformation Architect Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)

Business Transformation Architect Year 2 = 23.41 points (based on the following calculation = (Lowest rate of \$735.00 / Bidder's proposed rate of \$785) Multiplied by 25 pts)

**Bidder 3:**

Business Analyst Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Business Analyst Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Business Consultant Year 1 = 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 50 pts)

Business Consultant Year 2 = 4.12 points (based on the following calculation = (Lowest rate of \$600 / Bidder's proposed rate of \$680.00) Multiplied by 50 pts)

Business Transformation Architect Year 1 = 25 points (lowest price within the lower and upper median band limits)

Business Transformation Architect Year 2 = 25 points (lowest price within the lower and upper median band limits)

**STEP 3 - Financial Score:**

**Bidder 1:** 75 + 75 + 50 + 50 + 0 + 0 = Total Financial Score of 250.00 points out of a possible 300 points

<b>Bidder 2:</b>	71.43 + 68.18 + 50 + 48.39 + 23.33 + 23.41 = Total Financial Score of 284.74 points out of a possible 300 points
<b>Bidder 3:</b>	66.67 + 66.67 + 46.15 + 44.12 + 25 + 25 = Total Financial Score of 273.61 points out of a possible 300 points

(d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **STEP 1 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 3 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 3 below.

TABLE 3 - MAXIMUM POINTS ASSIGNED						
WORKSTREAM 1 – BUSINESS MANAGEMENT SERVICES						
RESOURCE CATEGORIES	Contract Period Year 1	Contract Period Year 2	Option Period Year 3	Option Period Year 4	Option Period Year 5	TOTAL POINTS
B.1 Business Analyst – Level 3	25	25	25	25	25	125
B.2 Business Architect – Level 3	25	25	25	25	25	125
B.3 Business Consultant – Level 3	25	25	25	25	25	125
B.7 Business Transformation Architect – Level 3	25	25	25	25	25	125
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>500</b>

TABLE 3 - MAXIMUM POINTS ASSIGNED						
WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES						
RESOURCE CATEGORIES	Contract Period Year 1	Contract Period Year 2	Option Period Year 3	Option Period Year 4	Option Period Year 5	TOTAL POINTS
P.5 Project Executive – Level 3	25	25	25	25	25	125

P.9 Project Manager – Level 3	25	25	25	25	25	125
P.10 Project Scheduler – Level 3	25	25	25	25	25	125
TOTAL	75	75	75	75	75	375

<b>TABLE 3 - MAXIMUM POINTS ASSIGNED</b>						
<b>WORKSTREAM 3 – CYBER PROTECTION SERVICES</b>						
RESOURCE CATEGORIES	Contract Period Year 1	Contract Period Year 2	Option Period Year 3	Option Period Year 4	Option Period Year 5	TOTAL POINTS
C.16 Privacy Impact Assessment Specialist – Level 3	25	25	25	25	25	125
TOTAL	25	25	25	25	25	125

- (ii) **STEP 2 - FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

(e) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the

customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and

- (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(f) **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

#### 4.4 Basis of Selection

(a) **Evaluation of Bid – Multiple Contracts Awarded for Multiple Workstreams**

**Selection Process:** The following selection process will be conducted for each Workstream:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.

- (A) Calculation of Total Technical Score: For each Workstream the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points for each Workstream at Part B of Attachment 4.1, 4.2 or 4.3)}} \times 60 = \text{Total Technical Score}$$

- (B) Calculation of Total Financial Score: For each Workstream the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned for each Workstream)}} \times 40 = \text{Total Financial Score}$$

- (C) Calculation of the Total Bidder Score: For each Workstream the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

Total Technical Score + Total Financial Score = Total Bidder Score

- (iii) In the event of identical Total Bidder Scores occurring within a given Workstream, then the bid with the highest Total Technical Score will become the top-ranked bidder.
- (b) **Contract Funding Allocation:** Where for a Workstream more than one contract is awarded, each contract issued for that particular Workstream will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:
  - (i) when one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;
  - (ii) where two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:
    - (A) the Bidder with the highest Total Bidder Score will receive 55% of the funding initially allocated to that Workstream; and
    - (B) the Bidder with the next highest Total Bidder Score will receive 45% of the funding initially allocated for that Workstream.
- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications 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 provided will render the bid non-responsive.

#### **(a) Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

#### **(b) Submission of Only One Bid**

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

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) 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.
- (c) For additional information on security requirements, 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.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### **6.2 Financial Capability**

- (a) SACC Manual clause A9033T(2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

## PART 7 - RESULTING CONTRACT CLAUSES

**Note to Bidders:** Any resulting contract would only list the applicable Workstream(s) above that are awarded to the successful bidder(s) in accordance with the evaluation methodology set out in this bid solicitation.

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

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Canada Border Services Agency.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** 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. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Allocation of Task Authorizations:** More than one Contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
  - (i) Canada will send the first draft Task Authorization to the Contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts. Subsequent TAs will be proportionally allocated, based on the percentage values determined by the Contract Fund allocation Formula, to all Contractor's in the Workstream.
  - (ii) The Contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

- (iii) If the Contractor to whom the draft TA is first sent fails to respond on time, confirms in writing that it refuses to perform the task, or in the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the category(ies) identified in the draft TA, the draft TA will then be forwarded to the next Contractor under the same allocation process. The process of sending out a draft TA to the next contractor under the allocation process will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the Contractors. If none of the Contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.
  - (iv) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractor(s) in that same Workstream. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).
  - (v) Canada will make a reasonable effort to ensure that the dollar value of the TAs issued to the Contractors are proportionally balanced throughout the Contract Period based on the percentage values determined by the Contract Fund allocation Formula in the bid solicitation. A review of TAs issued to the Contractors will be conducted at six-month intervals and at the beginning of each fiscal year to confirm proportional utilization and distribution of the TAs.
- (c) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.
- (d) **Form and Content of draft Task Authorization:**
- (i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.
  - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
    - (A) the contract number;
    - (B) the task number;
    - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
    - (D) the categories of resources and the number required;
    - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
    - (F) the start and completion dates;
    - (G) any option(s) to extend initial end date (if applicable);
    - (H) milestone dates for deliverables and payments (if applicable);
    - (I) the number of person-days of effort required;
    - (J) whether the work requires on-site activities and the location;
    - (K) the language profile of the resources required;
    - (L) the level of security clearance required of resources;
    - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task

authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(N) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Project Authority, within two working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), confirmation that it accepts the request as well as confirmation that within an additional three working days, it will submit the following:

- (i) the total estimated cost proposed for performing the task or, as applicable, revised task;
- (ii) a breakdown of that cost established in accordance with the Basis of Payment; and
- (iii) for each resource proposed by the Contractor for the performance of the Work required:
  - the proposed resource in accordance with Appendix A to Annex A;
  - the resume of the proposed resource;
  - the signed Appendix D to Annex A;
  - the proposed resource's PWGSC Security Clearance File Number and date of birth.

The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must include the following signatures:

- (i) Any Task Authorization with a value of less than or equal to \$ XXX [insert amount] (excluding applicable taxes) must be signed by the Project Authority and the Contractor
- (ii) Any Task Authorizations exceeding this amount must be signed by the Project Authority and the Contracting Authority [or include only the Contracting Authority] and the Contractor.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports:**

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada 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. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
- (ii) The quarterly periods are defined as follows:
  - (A) 1<sup>st</sup> quarter: April 1 to June 30;

- (B) 2<sup>nd</sup> quarter: July 1 to September 30;
- (C) 3<sup>rd</sup> quarter: October 1 to December 31; and
- (D) 4<sup>th</sup> quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

- (iii) Each report must contain the following information for each validly issued TA (as amended):
  - (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
  - (B) a title or a brief description of each authorized task;
  - (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
  - (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
  - (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
  - (F) the start and completion date for each authorized task; and
  - (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):
  - (A) 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 validly issued TA's; and
  - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

**(h) Refusal of Task Authorizations or Submission of a Response which is not Valid:**

The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA.

For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

- (i) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

**7.3 Minimum Work Guarantee**

- (a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
- (ii) **"Minimum Contract Value"** means \$5, 000.00 (excluding Applicable Taxes).
- (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 sub-article (c), subject to sub-article (d). 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 Contract Period, 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 article if Canada terminates the entire Contract
  - (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within ten business days of Contract award.

#### 7.4 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.

(a) **General Conditions:**

- (i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

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

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

## 7.5 Security Requirement

The following security requirements (Security Requirements Check List No. 19 and related clauses provided by the Contract Security Program), in accordance with Annex B of the Supply Arrangement) EN578 -170432, apply to and form part of the contract. The Contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid Facility Security Clearance at the level of **secret**, issued by the CSP of the ISS, PSPC.

The Contractor/offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP/ISS/PSPC

The Contractor/offeror **must not** remove any **protected/classified** information from the identified work site(s), and the Contractor/offeror must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC

The Contractor/offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex C; and
- b. Industrial Security Manual (Latest Edition)

### ADDITIONAL SECURITY REQUIREMENT:

(i) The Canada Border Services Agency will conduct its own personnel Reliability Status assessment on the recommended Contractor and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

(ii) For each proposed resource, the recommended Contractor must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>) upon request of the Contracting Authority prior to Contract Award.

(iii) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the recommended Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

(iv) In the event the recommended Contractor (specifically the Contractor personnel) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met

(v) Contractor personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.

#### **7.6 Use of individual protective equipment and Occupational Health and Safety (OHS) guidelines**

- (a) The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.
- (b) The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.
- (c) The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

#### **7.7 Contract Period**

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two (2) years later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
  - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor 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.

#### **7.8 Authorities**

##### **(a) Contracting Authority**

The Contracting Authority for the Contract is:

Karen Marcotte  
Supply Team Leader

Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate  
10 Wellington St., Gatineau, Québec  
Telephone: 613-858-8522  
E-mail address: [Karen.Marcotte@tpsgc-pwgsc.gc.ca](mailto:Karen.Marcotte@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.

(b) **Project Authority**

The Project Authority for the Contract is:

*(TO BE INSERTED UPON CONTRACT AWARD)*

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

(c) **Contractor's Representative**

*(TO BE INSERTED UPON CONTRACT AWARD)*

**7.9 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.10 Payment**

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iii) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
- (iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own

costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) 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 amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included
- (ii) 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.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (A) when it is 75 percent committed, or
  - (B) 4 months before the contract expiry date, or
  - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly 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 each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA 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 TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Electronic Payment of Invoices – Contract**

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

**[To be determined]**

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);

- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

(e) **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, at Canada's request.

(f) **Payment Credits**

(i) **Failure to Provide Resource:**

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake 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 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
- (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.
- (g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) 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, closure or there are enhanced measures to restrict access to 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, closure or restricted access.
- (ii) 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

#### **7.11 Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original and two copies of each invoice to the Project Authority, and a copy to the Contracting Authority.

#### **7.12 Certifications and Additional Information**

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

#### **7.13 Federal Contractors Program for Employment Equity - Default by Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### 7.14 Applicable Laws

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

#### 7.15 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
  - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;
- (d) Annex A, Statement of Work, including its Appendices as follows:
  - (i) Appendix A to Annex A - Tasking Assessment Procedure;
  - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
  - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
  - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
- (h) the Contractor's bid dated \_\_\_\_\_ (TO BE INSERTED UPON CONTRACT AWARD), as clarified or as amended (TO BE INSERTED UPON CONTRACT AWARD) if applicable.

#### 7.16 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian 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.*

#### 7.17 Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

#### 7.18 Insurance Requirements

- (a) **Compliance with Insurance Requirements**
  - (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
  - (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.
- (b) **Commercial General Liability Insurance**
- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  - (ii) The Commercial General Liability policy must include the following:
    - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
    - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
    - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
    - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
    - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
    - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
    - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
    - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
    - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

- (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**7.19 Limitation of Liability - Information Management/Information Technology**

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
  - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
    - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's

trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
  - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
  - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

## 7.20 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members:
- (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 fully 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 by 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 solidarily 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.*

## 7.21 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within five working days detailing the actions that the Contractor will undertake to remedy the deficiency. The plan is subject to the approval of the Project Authority. The Contractor must prepare and implement the plan at its own expense. If after 20 days, the plan has not been implemented to the satisfaction of the Project Authority, Canada reserves the right to apply remedial actions, including but not limited to implementing Payment Credits from the Contractor and/or amending the Contract to reduce the Contract value.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

### Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of

having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) 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 in whole or in part for default under the Article titled "Default of the Contractor", or
  - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement 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 a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

## **7.22 Safeguarding Electronic Media**

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

## **7.23 Representations and Warranties**

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those

statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

#### **7.24 Access to Canada's Property and Facilities**

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

#### **7.25 Implementation**

**Implementation of Professional Services:** If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Project Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

#### **7.26 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

#### **7.27 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 Contractor Representatives 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.

## **ANNEX A STATEMENT OF WORK**

### **1. TITLE**

Canada Border Services Agency (CBSA) requires Informatics Professional Services resources, on an as-and-when-requested basis, to perform various functions within the Commercial and Trade Branch & the Intelligence and Enforcement Branch.

### **2. BACKGROUND**

The Commercial and Trade Branch (Transformation, Planning and Projects Directorate) and the Intelligence and Enforcement Branch (Transformation Planning and Integration Directorate) business lines are responsible for enabling effective and efficient border management through; intake (environmental scan, emerging technology), design, development, implementation, and delivery of large business transformation projects including proof of concepts and pilots.

Both directorates manage projects according to project lifecycle processes which include the drafting of project charters and plans, and reporting against those plans to ensure adherence to program and business direction and scope of the project. Further, the project teams ensure that issue, change and risk management and other required plans and strategies for the project are both articulated and managed.

The Commercial and Trade Branch Business Line delivers a modern customs program at the heart of the CBSA's mandate. They manage the flow of goods across Canada's borders with three primary objectives:

1. Protect the health, safety and security of Canada;
2. Facilitate trade; and
3. Collect duties and taxes owing on imports to support Canada's economic prosperity

The Commercial and Trade Branch Business mandate is to ensure goods entering and exiting Canada are compliant with health, safety and security requirements and meet trade obligations by administering programs for:

- Reporting, admissibility, release, and accounting of commercial goods (including Export, Postal and Courier);
- Port of Entry (POE) compliance and examinations, including detection tools, technology and analytics;
- Trusted Trader Programs; and,
- Compliance with revenue and trade rules, including Special Import Measures Act (SIMA) and Trade Agreements.

The Intelligence and Enforcement Branch mission and mandate are:

#### **Mission**

- To safeguard Canada's people and national interests from cross-border crimes, illegal migration, illicit economic and trade activities, and international threats that undermine the safety of our communities and the integrity of our economy, our laws and our national institutions.

#### **Mandate**

- Working with a wide range of partners, we enforce Canada's immigration, customs and border laws fairly, effectively, professionally and with excellence. We build intelligence to identify national security and border-related threats early, prevent the unsafe and illegal entry of goods and people into the country, and take decisive action against those who violate Canada's border and immigration legislation.

### 3. OBJECTIVES

The CBSA requires Informatics Professional Services resources, on an as-and-when-requested basis, to perform various functions within the aforementioned directorates business lines.

A number of projects and initiatives are underway within the two business lines (which include but are not limited to):

#### **Canadian Export Reporting System (CERS)**

In support of its export mandate, the CBSA has developed a new export reporting online portal, called the CERS, as a part of the Canadian Automated Export Declaration (CAED) Replacement project. CERS is a CBSA owned and operated system for collecting, processing, assessing and reporting of export trade data and will be a foundational element of the CBSA's export program. Implemented in 1998, CAED was primarily designed for the collection of statistical trade data but now lacks the functionalities needed to fully support CBSA's export mandate.

#### **Postal Modernization Initiative (PMI)**

The PMI project will update and streamline processing of postal imports in the three CBSA Mail Centres (CMCs) located in Vancouver, Toronto and Montreal. The PMI will upgrade both infrastructure and IT systems so that the CBSA can address operational inefficiencies and improve risk management capabilities in the postal stream. With the implementation of PMI, the end state will leverage advance electronic data, and address outdated IT infrastructure and processes.

#### **X-Ray Analysis**

The CBSA is piloting a proof-of-concept to test the viability of machine-learning decision making on x-ray images.

#### **E-Commerce**

The CBSA is developing an E-Commerce strategy to address the challenges related to volume increases driven by E-Commerce. The proposed solution will be dynamic, scalable and capable of addressing both known and unknown risks entering Canada.

#### **Cargo Preclearance**

Preclearance is the process whereby border officers from an inspecting country carry out customs, immigration and related inspections in the territory of a host country to determine whether goods or people should be allowed to enter into the inspecting country. Therefore, travellers and goods are precleared for entry into one country in the territory of another country.

The CBSA is planning cargo preclearance proofs of concept to incrementally test operating procedures, infrastructure and logistics, while also assessing the impacts and benefits to stakeholders and the CBSA.

#### **Secure Corridor Concept (SCC) Pilot**

The SCC Pilot is a collaborative partnership between the CBSA and Industry stakeholders. The pilot evaluates a combination of technologies to expedite low-risk, trusted shipments at the land border.

The pilot automates the electronic capture of passage data to achieve low-touch, remote and expedited processing of participating Trusted Traders.

#### **Guns and Gangs**

With the Public Safety (PS) led Initiative to Take Action Against Guns and Gang Violence (ITAAGV), the CBSA have a number of initiatives underway.

#### **Opioids**

The Canada Border Services Agency (CBSA) is a major contributor to the Government of Canada's efforts to reduce the availability of fentanyl and its analogues for illicit use in Canada. A number of initiatives are underway.

New projects, pilots, initiatives may arise or be enhanced and existing services may be transformed or disappear over time as the CBSA undertakes business modernization and transformation activities.

## **4. SCOPE**

The Contractor must provide the following informatics professional services resources on an as and when requested basis in the National Capital Region (NCR) as initiated through Task Authorizations, for the purpose of supporting both the Transformation, Planning and Projects Directorate and the Transformation, Planning and Integration Directorate in the design, development, implementation and management of the projects, pilots, initiatives and their associated requirements. Projects may be in any phase of the CBSA project lifecycle.

### **4.1 WORKSTREAMS**

The following workstreams will be used:

Workstream 1 – Business Management Services

- BUSINESS ANALYST – LEVEL 3
- BUSINESS ARCHITECT – LEVEL 3
- BUSINESS CONSULTANT – LEVEL 3
- BUSINESS TRANSFORMATION ARCHITECT – LEVEL 3

Workstream 2 – Project Management Services

- PROJECT EXECUTIVE – LEVEL 3
- PROJECT MANAGER – LEVEL 3
- PROJECT SCHEDULER – LEVEL 3

Workstream 3 – Cyber Protection Services

- PRIVACY IMPACT ASSESSMENT (PIA) SPECIALIST – LEVEL 3

## 5. TASKS

Tasks for individual resources could include but will not be limited to the following;

### Workstream 1 – Business Management Services

#### 5.1 BUSINESS ANALYST – LEVEL 3

- Develop and document the statements of requirements for considered alternatives;
- Perform business analyses of functional requirements to identify information, procedure, and decision flows;
- Conduct interviews and workshops with business and technical communities;
- Evaluate existing procedures and methods, identify and documents items such as database content, structure, application subsystems and develop data dictionary;
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action;
- Identify the modifications to the automated processes;
- Establish acceptance test criteria with client;
- Support and use the selected departmental methodologies;
- Develop project charters, plans and schedules; and
- Constant training and provision of guidance of CBSA junior staff, which includes transfer of knowledge.

#### 5.2 BUSINESS ARCHITECT – LEVEL 3

- Developing policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities;
- Advising on the creation and implementation of commercial business processes;
- Developing business architecture to align organization with strategic objectives;
- Developing the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate;
- Creating presentations and use cases; consulting and presenting to various stakeholders, and facilitating meetings and discussions;
- Constant training and provisioning of guidance of CBSA staff who are working on service management or projects, which includes transfer of knowledge;
- Developing and coordinating policies, processes and systems related to commercial risk assessment, border passage processing, and collection and processing of advance reporting information in electronic and paperless communication methods;
- Performing mapping of World Custom Organization data model and the EDIFACT standards;
- Ensuring consistency and integration with the organization's and government architectures and business strategies;
- Evaluating the feasibility of the architecture and technologies related to a business change;
- Identifying risks associated with the architecture and technologies and recommending risk mitigation;
- Analyzing and recommending alternative solutions, methodologies and strategies;
- Assisting in the prioritization and assignment of architectural improvements;
- Development of a service architectural strategy and plan; and
- Constant training and provision of guidance of CBSA staff, which includes transfer of knowledge.

- Specialties could include but are not limited to:
  - BPWin
  - Oracle CASE
  - Rational Rose
  - RUP
  - Qualiware
  - Archimate
  - BPMN

### **5.3 BUSINESS CONSULTANT – LEVEL 3**

- Analyzing, evaluating, developing business processes (financial, operational, systems, etc.);
- Identifying organizational and project business opportunities for improvement and streamlining of business processes;
- Identifying, developing and evaluating critical success parameters, factors and performance measurements;
- Co-ordinating other stakeholders in development and implementation of business improvement processes and programs;
- Co-ordinating architecture documentation including architecture release options and proposals, architecture design specifications, architecture strategies and architecture plans;
- Analysis and development of architecture requirements design inventories and matrices, process identification and development, process mapping;
- Managing business requirements by translating business objectives into systems requirements;
- Managing interim state business requirements and business processes as the CBSA architecture, services and applications evolve from current state to its final end-state vision;
- Developing external client documentation – user guides and training manuals; and
- Constant training and provision of guidance of CBSA staff, which includes transfer of knowledge.

### **5.4 BUSINESS TRANSFORMATION ARCHITECT – LEVEL 3**

- Analysis and development of business success “critical success factors”;
- Analysis and development of architecture requirements design, process development, process mapping and training;
- Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities;
- Participate in change impact analysis and change management activities;
- Participate in organizational realignment (job re-design organizational re-structuring);
- Coordinate development of training and coordination with other stakeholders;
- Create presentations and present to various stakeholders, and facilitate meetings and discussions;
- Provide or modify the business contextual details required to develop systems to automate key business processes and will allow the proper evaluation of the impacts of the new technology on the Business in order to plan and design a successful implementation plan;
- Depict, through a series of models, diagrams and use cases the “As-Is” and the “To-Be” Business process; and
- Constant training and provision of guidance of CBSA staff, which includes transfer of knowledge.

## **Workstream 2 – Project Management Services**

### **5.5 PROJECT EXECUTIVE – LEVEL 3**

- Support several Project Managers, each responsible for an element of the project and its associated project team;
- Define and document project objectives, determine budget requirements;

- Meet with other organizational executives to ensure all organizational (internal and external) stakeholders are committed and moving forward on project and organizational goals;
- Ensure that the project is following Treasury Board Secretariat (TBS) and CBSA project standards by monitoring and performing project assessment;
- Track the status of CBSA projects by gathering data and information to evaluate and report to CBSA management;
- Provide guidance, advice and coaching on project management for CBSA employees;
- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the daily operations of the department;
- Reviewing and proposing amendments to legislation, regulations, policies/procedures, guidelines concerning governance, performance reporting and risk management in order to strengthen the department's operations;
- Authorising or rejecting proposed changes to cost or timescale beyond tolerance levels and all proposed changes to scope, checking for possible effects on the Business Case;
- Reviewing and providing advice regarding public agency direction, planning, and performance;
- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions;
- Providing guidance and information to management on the development and preparation of Results-based Management and Accountability Frameworks, Departmental Performance Reports, and Reports on Plans and Priorities;
- Develop and document statements of requirements for considered alternatives;
- Perform business analyses of functional requirements to identify information, procedures, and decision flows;
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action;
- Collaborate with internal and external stakeholders to identify and resolve problems while demonstrating good interpersonal and communication skills;
- Organising and chairing meetings of the Project Board and report to Project Authority ;
- Support and use the selected departmental project management methodologies;
- Support or perform an post project review to ensure benefits are realised;
- Constant training and provision of guidance of CBSA staff, which includes transfer of knowledge.

### **5.6 PROJECT MANAGER – LEVEL 3**

- Manage the project during the development, implementation, testing and operations start-up by ensuring that resources are made available and that the project is developed and is fully operational within established timelines, cost and performance parameters;
- Formulate statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
- Manage process improvement, communication and change management throughout the full lifecycle of the project delivery;
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools;
- Facilitate project sign-off;
- Lead and manage business intelligence projects, including the development and management of governance models, data stewardship programs and data warehouses; and

- Constant training and provision of guidance of CBSA junior staff, which includes transfer of knowledge.

### **5.7 PROJECT SCHEDULER – LEVEL 3**

- Develop and support project schedules;
- Develop, update and maintain the Work Breakdown Structure and Work Breakdown Structure Dictionary;
- Produce appropriate reports and identify scheduling and dependency issues;
- Conduct and provide critical path analysis;
- Assist in schedule co-ordination efforts with internal and external project stakeholders;
- Develop business relationship with the various projects teams;
- Gather project status information;
- Develop, update and maintain the Master Project Schedule;
- Assist in the identification, assessment and documentation of project risks and issues; and
- Constant training and provision of guidance of CBSA staff, which includes transfer of knowledge.

## **Workstream 3 – Cyber Protection Services**

### **5.8 PRIVACY IMPACT ASSESSMENT (PIA) SPECIALIST – LEVEL 3**

- Review, analyze, and/or apply:
  - Treasury Board Privacy Impact Assessment Policy and Guidelines
  - *Federal Privacy Act and Regulations*
  - *Treasury Board Privacy and Data Protection Policy*
  - *Personal Information Protection and Electronic Documents Act (PIPEDA)*
  - GC IT/IM policies and guidelines
  - Government On-Line (GOL) initiatives
  - Secure Channel Network including its technical and business processes and service offerings
  - IT Security practices and principles
  - IT Security technological solutions
- Analyze the flow of information using the PIA model provided by the client;
- Conduct privacy analysis to provide evidence of compliance with privacy principles and to identify privacy risks;
- Develop Privacy Risk Management Plans;
- Develop recommendations as to possible privacy risk mitigation strategies;
- Complete tasks directly supporting the departmental IT Security and Cyber Protection Program;
- Develop and deliver training material relevant to the resource category; and
- Constant training and provision of guidance of CBSA staff, which includes transfer of knowledge.

## **ALL WORKSTREAMS**

In addition to the services listed above, services may also include, but are not limited to the following:

- Written and verbal advice;
- Knowledge transfer;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. monthly progress reports);
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;

- Activity reports;
- Conversation notes, design documentation, change management documentation, site inspection reports and other work requested under the Task Authorization.

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications). All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required).

## **6. CLIENT SUPPORT**

CBSA will provide the resources with a workstation (laptop), email address (where applicable and available) and all necessary materials to perform their functions. Resources may be required to work off-site including telework, Government of Canada shared work space within the National Capital Region.

## **7. DELIVERABLES**

The Contractor will provide various reports, plans, work breakdown structures, schedules and other related documents as specified in the applicable Task Authorization. The Contractor will provide the following reports to CBSA management at the following times:

- Monthly timesheets summarizing total daily hours worked.
- Bi-weekly status updates will be provided in writing and supported by meetings and/or presentations where required with the Director to update the Project Authority on progress or delays.

The advisor resource will also submit all requested updates to their respective manager and/or team lead.

## **8. CONSTRAINTS**

At no time and in no way is CBSA data permitted to be accessed from the Contractor's IT systems through the use of a session or link (e.g. VPN). The Contractor must not remove any Protected information or data without the proper approval of the Project Authority. The laptop must be secured at all times when the Contractor's resource is not on CBSA premises and that the Contractor's resource will not be permitted to print any material from the laptop when the asset is not on CBSA premises. The Contractor's resource must not save any protected information on the laptop hard drive but instead any documents are to be stored and saved in Apollo, CBSA's official document information management repository.

## **9. SERVICE LEVELS**

### **Normal Working Hours**

Normal working hours will be no earlier than 7:00am to no later than 6:00pm EST Monday through Friday (with the exception of statutory holidays as defined by the province of work). The resources will be expected to work 7.5 hours a day within normal working hours, unless arrangements are made ahead of time with the Project Authority. The Project Authority will authorize additional hours of work in advance, at the same per diem rate included in the contract. The resources will normally work during regular business hours, on CBSA's site, unless otherwise agreed upon by the resources and the Project Authority. For the duration of the Contract all resources must be available to work outside normal office hours as required.

## **10. WORK LOCATION**

The Work may be performed in a telework capacity on CBSA premises located within the National Capital Region (NCR) (subject to manager or supervisor consultation and approval).

Over the duration of the Contract, the main location of business of CBSA's various locations or Branches may change but will remain in the National Capital Region (NCR) – e.g. 333/355 North River Road, 100 Metcalfe, 191 Laurier Ave (and/or other locations within the NCR). No costs will be paid by CBSA to the Contractor to compensate for any costs associated with transition from one work location to another. There may be occasional meetings at other locations in the NCR or at other GC premises, but no significant travel will be required. All expenses for 4002 within the NCR are to be paid by the Contractor.

## **11. LANGUAGE OF WORK**

All work will be performed and delivered in English.

## **12. SECURITY REQUIREMENTS**

Secret

## GLOSSARY

Acronym or Term	Definition
As-Is business process	An “as is” business process defines the current state of the business process in an organization. Typically the analysis goal in putting together the current state process is to clarify exactly how the business process works today, kinks and all.
Business Case	A business case captures the reasoning for initiating a project or task. It is often presented in a well-structured written document, but may also come in the form of a short verbal agreement or presentation
Issues	Issue management is the process of identifying and resolving issues. Problems with staff or suppliers, technical failures, material shortages – these might all have a negative impact on your project
Models	A business model describes the rationale of how an organization creates, delivers, and captures value, in economic, social, cultural or other contexts. The process of business model construction and modification is also called business model innovation and forms a part of business strategy
Plans	Project planning is the process of establishing the scope, defining the objectives and steps to obtain them. It is one of the most important of the processes that make up project management. The output of the project planning process is a project management plan.
Post-Project Review	A Post-Implementation Review (PIR) is conducted after completing a project. Its purpose is to evaluate whether project objectives were met, to determine how effectively the project was run, to learn lessons for the future, and to ensure that the organization gets the greatest possible benefit from the project
Project Board	The Project Board is part of the PRINCE2 Project Management Structure. The Project Board is responsible for the success of the project based on instruction from corporate / program management. The Project Board establishes the constraints in which the Project Manager operates.
Project Charters	It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager. It serves as a reference of authority for the future of the project. The terms of reference are usually part of the project charter.
Project Authority	A project authority is a project management role in which an individual strategically oversees, monitors and manages an IT project from an executive level. As the most responsible authority over a project, this individual is charged with managing IT team members and allocated resources.
Prototypes	A prototype is an early sample, model, or release of a product built to test a concept or process or to act as a thing to be replicated or learned from. It is a term used in a variety of contexts, including semantics, design, electronics, and software programming.
Risks	According to the Project Management Institute's PMBOK, Risk management is one of the ten knowledge areas in which a project manager must be competent. Project risk is defined by PMI as, "an uncertain event or condition that, if it occurs, has a positive or negative effect on a project's objectives
To-Be business process	A “to be” business process defines the future state of a business process in an organization. Typically the analysis goal in putting together the future state process is to clarify how the business process will work, at some point in the future, once changes are made.
World Custom Organization	<p>The World Customs Organization (WCO), established in 1952 as the Customs Co-operation Council (CCC) is an independent intergovernmental body whose mission is to enhance the effectiveness and efficiency of Customs administrations.</p> <p>Website: <a href="http://www.wcoomd.org/en/about-us/what-is-the-wco.aspx">http://www.wcoomd.org/en/about-us/what-is-the-wco.aspx</a></p>

World Customs Organization Standards	<p>The WCO Secretariat hopes that Members of the Organization and its partners from the business community and other international organizations will find the SAFE Package and its contents a valuable aid both in understanding the dynamics of this major WCO instrument and in its global application and implementation</p> <p>Website: <a href="http://www.wcoomd.org/en/topics/facilitation/instrument-andtools/tools/safe_package.aspx">http://www.wcoomd.org/en/topics/facilitation/instrument-andtools/tools/safe_package.aspx</a></p>
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## APPENDIX A TO ANNEX A

### TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.
2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or 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.
  - (iv) For work experience, Canada 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.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities or responsibilities, the stated qualifications or experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. A mandatory criteria will not be considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will a mandatory criteria be considered met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered responsive.
6. Knowledge Testing: The Contractor's resource(s) that is submitted with the draft TA and evaluated may be required to attend a mandatory knowledge test at the Client's location. This knowledge test will be related to the mandatory criteria detailed in Appendix C of Annex A. The resource(s) must pass the knowledge test in order for the Contractor to be deemed responsive. If the Contractor's resource(s) does not pass the mandatory knowledge test, the Contractor will be deemed non-responsive and the evaluation will proceed to the next Contractor. This process will continue until a responsive Contractor is determined. Should all Contractors be deemed non-responsive, Canada reserves the right to use other methods of supply.
7. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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**APPENDIX B TO ANNEX A  
TASK AUTHORIZATION FORM**

**(SEE DOCUMENT ATTACHED)**

**APPENDIX C TO ANNEX A  
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE  
WORKSTREAM 1 – BUSINESS MANAGEMENT SERVICES**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the résumé. Only the specific answer should be provided.

**B.1 MANDATORY REQUIREMENTS – BUSINESS ANALYST – LEVEL 3**

<b>BUSINESS ANALYST - LEVEL 3</b>		
<b>Name of proposed Resource:</b>		
<b>THE CONTRACTOR MUST DEMONSTRATE THAT THE PROPOSED RESOURCE HAS:</b>		
<b>CRITERIA</b>	<b>MANDATORY REQUIREMENT</b>	<b>Demonstrated Experience</b>
		<b>Insert Page # of Resume</b>
<b>M1</b>	A minimum of ten years of experience as a Business Analyst performing business analyses of functional requirements.	
<b>M2</b>	A minimum of five years of experience conducting requirements gathering sessions and documenting the current state, the As-Is business processes and the supporting information systems.	
<b>M3</b>	A minimum of five years of experience developing process analysis and functional specifications to support the development of automated business processes.	

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<b>M4</b>	A minimum five years of experience in conducting interviews and workshops with business and technical communities.		
<b>M5</b>	A minimum of two years of experience performing business analyses of functional requirements on a project involving a 24 hours per day, 7 days per week operational mandate, that involved 2 or more stakeholders.		

**B.2 MANDATORY REQUIREMENTS – BUSINESS ARCHITECT – LEVEL 3**

<b>BUSINESS ARCHITECT – LEVEL 3</b>			
Name of proposed resource: _____			
The Bidder MUST demonstrate that the proposed resource has:			
Criteria	Mandatory Requirements	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	
		Insert page # of Resumé	
<b>M1</b>	The Contractor must demonstrate that the proposed resource has a minimum of ten (10) years of experience developing functional and business architectures in support of IM/IT business transformation projects valued at \$10M CAD or more which had 24 hours per day and 7 days per week operational that involved 2 or more stakeholders.		
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has experience performing the following tasks on two (2) separate and distinct IM/IT projects:</p> <ul style="list-style-type: none"> <li>• Use case development;</li> <li>• Facilitating stakeholders (internal and/or external) workshops;</li> <li>• One-on-one interviews and/or consultations; and,</li> <li>• Teleconferences and Joint Application Development (JAD) Sessions.</li> </ul> <p>In order for a project to qualify, the resource must have performed all tasks listed above on each project referenced.</p>		

<b>BUSINESS ARCHITECT – LEVEL 3</b>			
Name of proposed resource: _____			
The Bidder MUST demonstrate that the proposed resource has:			
Criteria	Mandatory Requirements	Bidder's Response Demonstrated experience (Bidders to insert data)	Insert page # of Resumé
	<b>Additionally, each project referenced must be 6 months or greater in duration.</b>		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has a minimum of ten (10) years experience assessing business needs and translating requirements into system functional specifications.		
<b>M4</b>	A minimum of five (5) years of experience developing and coordinating policies, processes and systems related to either:  (1) the collection or processing of advance reporting information in electronic or paperless communication methods; or  (2) border processing systems; or  (3) automated risk assessment processing;		

**B.3 MANDATORY REQUIREMENTS – BUSINESS CONSULTANT – LEVEL 3**

<b>BUSINESS CONSULTANT – LEVEL 3</b>		
Name of proposed resource: _____		
The Bidder MUST demonstrate that the proposed resource has:		
<b>Criteria</b>	<b>Mandatory Requirements</b>	<b>Bidder's Response</b>
		<b>Demonstrated experience (Bidders to insert data)</b>
		<b>Insert page # of Resumé</b>
<b>M1</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of ten (10) years of experience, within the last 20 years preceding the Task Authorization issuance date, performing one or more of the following tasks as a Business Consultant:</p> <ul style="list-style-type: none"> <li>Analyze, evaluate, develop business processes (financial, operational, systems, etc.);</li> <li>Identify organizational and/or project business opportunities for improvement and streamlining of business processes;</li> <li>Identify and evaluate critical success parameters, factors and performance measurements; and,</li> <li>Assist other stakeholders in development and implementation of business improvement processes and programs.</li> </ul>	
<b>M2</b>	<p>The Contractor must demonstrate that the proposed resource has a minimum of seven (7) years of experience, within the last 15 years preceding the Task Authorization issuance date, in the design and implementation of Business</p>	

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<b>BUSINESS CONSULTANT – LEVEL 3</b>			
Name of proposed resource: _____			
The Bidder MUST demonstrate that the proposed resource has:			
Criteria	Mandatory Requirements	Demonstrated experience (Bidders to insert data)	Bidder's Response
			Insert page # of Resumé
	Intelligence applications that incorporate the use of data analytics software.		
<b>M3</b>	The Contractor must demonstrate that the proposed resource has a minimum of five (5) years of demonstrated experience, within the last ten (10) years preceding the Task Authorization issuance date, in the design and development of business processes for the implementation of a reporting system.		
<b>M4</b>	A minimum of ten (10) years of experience developing policies and rules to support an organization's mandate and functional responsibilities.		

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**B.7 MANDATORY REQUIREMENTS – BUSINESS TRANSFORMATION ARCHITECT – LEVEL 3**

<b>BUSINESS TRANSFORMATION ARCHITECT – LEVEL 3</b>			
Name of proposed resource: _____			
The Bidder MUST demonstrate that the proposed resource has:			
Criteria	Mandatory Requirements	Bidder's Response Demonstrated experience (Bidders to insert data)	Insert page # of Resumé
<b>M1</b>	A minimum of ten years of experience analysing and developing architecture requirements design, process development, and process mapping		
<b>M2</b>	A minimum of one project analysing and developing architecture requirements design, process development, and process mapping on an IM/IT enabled project involving a 24 hours per day, 7 days per week operational mandate, with a dollar value in excess of a \$10 million budget, that involved 2 or more stakeholders.		
<b>M3</b>	A minimum of two years of experience in the development of data acquisition strategies or statement of requirements.		
<b>M4</b>	A minimum of four years of experience defining and negotiating business and program requirements with personnel in headquarters, and personnel in one of: (a) Regional offices in Canada; or (b) International offices.		

**APPENDIX C TO ANNEX A  
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE  
WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the résumé. Only the specific answer should be provided.

**P.5 MANDATORY REQUIREMENTS – PROJECT EXECUTIVE – LEVEL 3**

<b>PROJECT EXECUTIVE – LEVEL 3</b>		
<b>Name of proposed resource:</b>		
<b>The Bidder MUST demonstrate that the proposed resource has:</b>		
<b>Criteria</b>	<b>Mandatory Requirements</b>	<b>Bidder's Response</b>
		<b>Demonstrated experience (Bidders to insert data)</b>
		<b>Insert page # of Resumé</b>
<b>M1</b>	A minimum of ten (10) years of experience, within the last fifteen years prior to the solicitation closing date, in liaising with stakeholders and management and providing risk management on IT enabled projects which were governed and managed through a staged review gating approach.	
<b>M2</b>	Experience in the last five years managing one IT enabled project in the role of Project Executive involving two or more stakeholders.	

<b>PROJECT EXECUTIVE – LEVEL 3</b>		
<b>Name of proposed resource:</b>		
<b>The Bidder MUST demonstrate that the proposed resource has:</b>		
<b>Criteria</b>	<b>Mandatory Requirements</b>	<b>Bidder's Response</b>
	<b>Demonstrated experience (Bidders to insert data)</b>	<b>Insert page # of Resumé</b>
<b>M3</b>	<p>The project must have a minimum duration of twelve continuous full-time months and a total project expenditure of \$10M or more.</p> <p>Experience in the role of Project Executive on at least one project within the last five years prior to the solicitation closing date that involved responsibility over the implementation of an International Trade Project*.</p> <p>The project must have a minimum duration of twelve continuous full-time months and a total project expenditure of \$10M or more.</p> <p>*International Trade Project is defined as a project that includes the international movement of goods and the transmission of trade data**.</p> <p>**Trade data could include any of the following:</p> <ul style="list-style-type: none"> <li>• Importer/exporter information</li> <li>• Manifest Information</li> <li>• Conveyance Information</li> <li>• House Way Bill Information</li> <li>• Crew Information</li> </ul>	

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**P.9 MANDATORY REQUIREMENTS – PROJECT MANAGER - LEVEL 3**

<b>PROJECT MANAGER – LEVEL 3</b>			
Name of proposed resource: _____			
The Bidder MUST demonstrate that the proposed resource has:			
Criteria	Mandatory Requirements	Bidder's Response Demonstrated experience (Bidders to insert data)	Insert page # of Resumé
<b>M1</b>	A minimum of five (5) years experience in managing IM/IT enabled projects from an Information Technology and Business perspective while maintaining project work plans, deliverables, project status reporting and managing the assigned project schedule, risks, issues, scope, and budget.		
<b>M2</b>	A minimum of five (5) years of experience working with Microsoft Project for the purpose of reporting against project milestones.		
<b>M3</b>	A minimum of ten (10) years experience in leading and managing projects, including the development and management of governance models, data stewardships programs and data warehouses.		
<b>M4</b>	Experience defining and documenting objectives, goals and deliverables for a minimum of one project which had 24 hours per day and 7 days per week operational mandate with a dollar value in excess of a \$10 million budget that involved 2 or more stakeholders, who		

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<b>PROJECT MANAGER – LEVEL 3</b>			
<b>Name of proposed resource: _____</b>			
<b>The Bidder MUST demonstrate that the proposed resource has:</b>			
<b>Criteria</b>	<b>Mandatory Requirements</b>	<b>Bidder's Response</b>	<b>Insert page # of Resumé</b>
		<b>Demonstrated experience (Bidders to insert data)</b>	
	are responsible for the movement of goods or people.		
	<p>Have one or more professional certification(s), designations or accreditations as follows:</p> <ol style="list-style-type: none"> <li>1. A valid Project Management Professional (PMP) certification from the Project Management Institute (PMI).</li> <li>2. A valid Prince 2 certification</li> </ol> <p>A valid copy of the certification is to be included with the Contractor's proposal.</p>		

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**P.10 MANDATORY REQUIREMENTS – PROJECT SCHEDULER – LEVEL 3**

<b>PROJECT SCHEDULER – LEVEL 3</b>			
Name of proposed resource: _____			
The Bidder MUST demonstrate that the proposed resource has:			
Criteria	Mandatory Requirements	Bidder's Response Demonstrated experience (Bidders to insert data)	Insert page # of Resumé
<b>M1</b>	A minimum of ten (10) years of experience working on IM/IT initiatives developing and supporting project schedules		
<b>M2</b>	A minimum of five (5) years of experience in the development of Work Breakdown Structures (WBS), including WBS Dictionaries and Work Package descriptions.		
<b>M3</b>	A minimum of five (5) years of experience developing, maintaining and monitoring Large Project schedules using MS Project.  <b>Large Project is defined as over 1,000 lines or activities.</b>		
<b>M4</b>	Experience developing and supporting project schedules on a minimum of one project that includes all of the following:  A. that spans 2 or more years; B. that includes 2 or more resource allocation; C. that involves other organizations; D. that consists of phased implementation; and E. A minimum duration of 6 months		

**APPENDIX C TO ANNEX A  
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE  
WORKSTREAM 3 – CYBER PROTECTION SERVICES**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the résumé. Only the specific answer should be provided.

**C.16 MANDATORY REQUIREMENTS – PRIVACY IMPACT ASSESSMENT (PIA) SPECIALIST– LEVEL 3**

Name of proposed Resource:			
THE CONTRACTOR MUST DEMONSTRATE THAT THE PROPOSED RESOURCE HAS:			
CRITERIA	MANDATORY REQUIREMENT	Demonstrated Experience	Insert Page # of Resume
<b>M1</b>	A minimum of ten years of experience within the last fifteen years as a Privacy Impact Assessment (PIA) Specialist.		
<b>M2</b>	A minimum of one year of experience in the last three years performing PIA Specialist tasks for systems and/or programs associated with the movement of goods and/or people within Canada and across international borders.		
<b>M3</b>	A minimum of five years of experience in the last eight years conducting Privacy Impact Assessments in accordance with the requirements of Treasury Board of Canada's <i>Directive on Privacy Impact Assessment</i> .		

**APPENDIX D TO ANNEX A  
CERTIFICATIONS AT THE TA STAGE**

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

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4. CERTIFICATION OF LANGUAGE

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**ANNEX B**  
**BASIS OF PAYMENT**

**WORKSTREAM 1 – BUSINESS MANAGEMENT SERVICES**

**INITIAL CONTRACT PERIOD:**

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
B.1 Business Analyst	Level 3		
B.2 Business Architect	Level 3		
B.3 Business Consultant	Level 3		
B.7 Business Transformation Architect	Level 3		

**OPTION PERIODS:**

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 3	Year 4	Year 5
B.1 Business Analyst	Level 3			
B.2 Business Architect	Level 3			
B.3 Business Consultant	Level 3			
B.7 Business Transformation Architect	Level 3			

**ANNEX B**  
**BASIS OF PAYMENT**

**WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES**

**INITIAL CONTRACT PERIOD:**

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
P.5 Project Executive	Level 3		
P.9 Project Manager	Level 3		
P.10 Project Scheduler	Level 3		

**OPTION PERIODS:**

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 3	Year 4	Year 5
P.5 Project Executive	Level 3			
P.9 Project Manager	Level 3			
P.10 Project Scheduler	Level 2			

**ANNEX B**  
**BASIS OF PAYMENT**

**WORKSTREAM 3 – CYBER PROTECTION SERVICES**

**INITIAL CONTRACT PERIOD:**

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
C.16 Privacy Impact Assessment (PIA) Specialist	Level 3		

**OPTION PERIODS:**

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 3	Year 4	Year 5
C.16 Privacy Impact Assessment (PIA) Specialist	Level 3			

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**

See attached

**ATTACHMENT 3.1  
BID SUBMISSION FORM**

<b>BID SUBMISSION FORM</b>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Authorized Representative of the Bidder for contract purposes:</b> The individual that will be designated as the Contractor's Representative if a contract is awarded as a result of this bid solicitation.	Name:
	Title:
	Telephone #
	Email:
<b>Number of the Supply Arrangement (SA)</b> [Note to Bidders: Please ensure you provide your Supply Arrangement number]	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]  [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
<b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?  Yes ____ No ____

See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
<b>Security Clearance Level of Bidder</b> [include both the level and the date it was granted] <b>[Note to Bidders:</b> Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]		
<b>Workstream covered by this bid:</b> Bidders should indicate which Workstream they are proposing to supply in this bid (If the bidder has submitted bid for one or more Workstreams, please only indicate the Workstream covered by this bid).	<b>Workstream</b>	<b>Yes/No</b>
	Workstream 1 – Business Management Services	
	Workstream 2 – Project Management Services	
	Workstream 3 – Cyber Protection Services	
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:		
1. The Bidder considers itself and its proposed resources 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.		
<b>Signature of Authorized Representative of Bidder</b>		

**ATTACHMENT 3.2  
PRICING SCHEDULE**

Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables below.

**WORKSTREAM 1 – BUSINESS MANAGEMENT SERVICES**

**INITIAL CONTRACT PERIOD:**

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
B.1 Business Analyst	Level 3		
B.2 Business Architect	Level 3		
B.3 Business Consultant	Level 3		
B.7 Business Transformation Architect	Level 3		

**OPTION PERIODS:**

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 3	Year 4	Year 5
B.1 Business Analyst	Level 3			
B.2 Business Architect	Level 3			
B.3 Business Consultant	Level 3			
B.7 Business Transformation Architect	Level 3			

**ATTACHMENT 3.2  
PRICING SCHEDULE**

Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables below.

**WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES**

**INITIAL CONTRACT PERIOD:**

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
P.5 Project Executive	Level 3		
P.9 Project Manager	Level 3		
P.10 Project Scheduler	Level 3		

**OPTION PERIODS:**

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 3	Year 4	Year 5
P.5 Project Executive	Level 3			
P.9 Project Manager	Level 3			
P.10 Project Scheduler	Level 2			

**ATTACHMENT 3.2  
PRICING SCHEDULE**

Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables below.

**WORKSTREAM 3 – CYBER PROTECTION SERVICES**

**INITIAL CONTRACT PERIOD:**

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
C.16 Privacy Impact Assessment (PIA) Specialist	Level 3		

**OPTION PERIODS:**

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 3	Year 4	Year 5
C.16 Privacy Impact Assessment (PIA) Specialist	Level 3			

**ATTACHMENT 3.3**  
**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

**ATTACHMENT 4.1 TECHNICAL CRITERIA**  
**WORKSTREAM 1 – BUSINESS MANAGEMENT SERVICES**  
**PART A: MANDATORY CORPORATE EXPERIENCE – THE BIDDER**

**Note to Bidders:** A Word version of this document is available by sending a request by email to [Karen.marcotte@tpsgc-pwgsc.gc.ca](mailto:Karen.marcotte@tpsgc-pwgsc.gc.ca)

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
<b>MTC1-A</b>	<p><b>BIDDER'S EXPERIENCE</b></p> <p>The Bidder must demonstrate in its bid, that it has provided <b>Business Management Services</b> in the past five years as of the initial publication date of this solicitation as follows:</p> <ol style="list-style-type: none"> <li>1. Using one reference Contract, the Bidder must demonstrate that it has provided services that are the same or similar to a Business Analyst in which one individual filling the position of a single resource has a minimum of 120 billable days for a period of one year. To demonstrate a similar resource category, the Bidder must map at least 50% of the Business Analyst's SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract. In the event that 50% of the tasks and deliverables results in a decimal (for example 4.5 tasks and deliverables), the number of tasks and deliverables would be rounded down (i.e. 4 tasks would be accepted as being equivalent). For the same resource category, Canada will automatically consider the referenced resource category, procured through the TBIPS contracting vehicle, to be 50% aligned with the SOW tasks and deliverables of this requirement.</li> </ol> <p>The Contract identified must:</p> <ol style="list-style-type: none"> <li>a) Have been with a single client;</li> <li>b) Have a minimum value of \$5,000,000.00 CAD (amendments and applicable taxes included);</li> <li>c) Have an initial minimum Contract Period of one year, not including amendments; and</li> <li>d) Have been completed or ongoing in the last five years (as of the initial publication date of this solicitation).</li> </ol>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>2. Using the same reference Contract from 1. above or a second contract, the Bidder must demonstrate that it has provided services that are the same or similar to an Business Architect in which one individual filling the position of a single resource has a minimum of 120 billable days for a period of one year. To demonstrate a similar resource category, the Bidder must map at least 50% of the Business Architect's SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract. In the event that 50% of the tasks and deliverables results in a decimal (for example 4.5 tasks and deliverables), the number of tasks and deliverables would be rounded down (i.e. 4 tasks would be accepted as being equivalent). For the same resource category, Canada will automatically consider the referenced resource category, procured through the TBIPS contracting vehicle, to be 50% aligned with the SOW tasks and deliverables of this requirement.</p> <p>If the Bidder identifies a second reference Contract, that Contract must meet the requirements of 1. a) to d) above.</p> <p><b>Note:</b> For the purpose of this MTC1-A criterion, a single resource is defined as one individual filling the position of that resource category.</p> <p><b>Note:</b> For the purpose of this MTC1-A criterion the term 'task' includes the deliverables identified in the SOW for the resource category. For example: If a SOW category identifies 11 tasks and 4 deliverables, the bidder must use any combination of 7 of the category's SOW tasks and deliverables to meet the 50% mapping requirement (50% of 15 = 7).</p> <p>If the Bidder's reference contract does not have a Statement of Work with a list of detailed tasks, the Bidder must provide a list of tasks performed under the reference contract that can be confirmed and validated by the Client for the reference contract. The Bidder must clearly demonstrate that the list of tasks provided maps to at least 50% of the resource category's SOW tasks and deliverables.</p> <p>3. The Bidder must provide the following information for each Contract identified:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization;</li> <li>b) The project name under which services were provided (if applicable);</li> <li>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</li> <li>d) The Contract number or reference number;</li> </ul>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>e) The start and end dates for the Initial Contract Period, not including amendments;</p> <p>f) The value of the Contract (amendments and applicable taxes included);</p> <p>g) The full name of the resource, the title of the resource, and the one-year period in which the 120 billable days for the resource category identified in the reference contract was completed;</p> <p>h) A clear statement indicating whether the reference contract was procured through the TBIPS contracting vehicle; and</p> <p>i) For similar categories, the mapping of the SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract.</p> <p>The information listed above should be submitted using Form M1-A.</p> <p><b>Note to Bidder:</b> The reference Contract(s) must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>	
<b>MTC1-B</b>	<p>Using the reference Contract(s) in MTC1-A, the Bidder must demonstrate in its bid that the reference Contract(s) have a cumulative total of at least 2,000 billable days for the resource categories including Business Analyst and Business Architect covering a period not more than three years.</p> <p>The Bidder must provide the following information:</p> <p>a) The start and end date of the three-year period;</p> <p>b) The title of the resource categories provided under the Contract(s);</p> <p>c) The full names of each resource provided under the Contract(s); and</p> <p>d) The total number of days billed per resource under the Contract(s).</p> <p>The information listed above should be submitted using Form M1-B.</p>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
MTC2	<p><b>TECHNICAL ENVIRONMENT</b></p> <p>Using three separate IM/IT *projects, the Bidder must demonstrate in its bid that it has provided informatics professional services for an IM/IT system in the past five years as of the initial publication date of this solicitation. The Bidder must demonstrate that each project was executed in a technical environment of 2,000 or more users.</p> <p>*Project is defined as a series of tasks that need to be completed in order to reach a specific outcome.</p> <p>The Bidder must provide the following information for each project identified:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization;</li> <li>b) The project name and the number of users the project serviced;</li> <li>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</li> <li>d) The Contract number or reference number under which the project was executed;</li> <li>e) The start and end dates for each project; and</li> <li>f) A description of each project identified that describes how the project served an environment of 2,000 users or more.</li> </ul> <p>The information listed above should be submitted using Form M5.</p> <p><b>Note to Bidder:</b> The identified projects must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>	



RTC#	Rated Technical Criteria	Maximum Points	Points Allocation	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>provided in the past five years as of the initial publication date of this solicitation.</p> <p>The information listed above should be submitted with the bid using Form R1.</p> <p>In situations where a resource was replaced, the Bidder must include the names of the replacement resources, the start and end dates of each resource (DD/MM/YYYY), and the respective billable days.</p> <p>For the purpose of this RTC1 criterion, a single resource is defined as one role for that resource category which multiple individuals may fill, but not simultaneously.</p> <p><b>Note to Bidder:</b> The reference Contract(s) must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>			
<b>RTC2</b>	<p><b>BIDDER EXPERIENCE WITH NEW TECHNOLOGIES AND NEW METHODOLOGIES</b></p> <p>1. Using one or more reference Contract(s) that have been completed or are ongoing in the last seven years as of the initial publication date of this solicitation, the Bidder should demonstrate that it has experience providing services for the following new technologies and new methodologies:</p> <ul style="list-style-type: none"> <li>a) Cloud technologies;</li> <li>b) User Experience (UX) Services; and</li> <li>c) Agile Software Development.</li> </ul> <p>Each Contract identified must:</p> <ul style="list-style-type: none"> <li>a) Have been with a single client;</li> <li>b) Have an initial minimum value of \$1,000,000.00 (CAD) excluding applicable taxes, not including amendments;</li> </ul>	<p><b>10</b></p> <p><b>10</b></p> <p><b>10</b></p>	<p>Five points for each reference Contract that demonstrates experience providing services for cloud technologies to a maximum of ten points.</p> <p>Five points for each reference Contract that demonstrates experience providing services for UX Services to a maximum of ten points.</p> <p>Five points for each reference Contract that demonstrates experience</p>	

RTC#	Rated Technical Criteria	Maximum Points	Points Allocation	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>c) Have an initial minimum Contract Period of one year, not including amendments; and</p> <p>d) Have been completed or ongoing in the last seven years as of the initial publication date of this solicitation.</p> <p>2. The Bidder must provide the following information for each Contract identified:</p> <p>a) The name of the client organization;</p> <p>b) The project name under which services were provided (if applicable);</p> <p>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</p> <p>d) The Contract number or reference number;</p> <p>e) The start and end date of the Initial Contract Period, not including amendments;</p> <p>f) The total initial minimum value (excluding applicable taxes) of the Initial Contract Period, not including amendments;</p> <p>g) The new technology or new methodology used in the Contract; and</p> <p>h) A description of the work undertaken that includes how the work relates to providing services for the new technology or the new methodology. <b>Note to Bidder:</b> Simply stating that the Bidder worked in an environment that uses the new technology or the new methodology does not demonstrate that the bidder or its resources provided services for the new technology or the new methodology.</p> <p>The information listed above should be submitted with the bid using Form R5.</p> <p><b>Note to Bidder:</b> The reference Contract must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>		<p>providing services for Agile Software Development to a maximum of ten points.</p>	

Solicitation Number:  
47419-211699/A

Amendment Number:

Buyer ID:  
423ZG

RTC#	Rated Technical Criteria	Maximum Points	Points Allocation	Bidder's Response (Reference to Substantiating Materials Included in Bid)
<b>Maximum Points Available:</b>			<b>50</b>	
<b>Minimum Points Required:</b>			<b>19</b>	

**ATTACHMENT 4.2 TECHNICAL CRITERIA**  
**WORKSTREAM 2 – PROJECT MANAGEMENT SERVICES**  
**PART A: MANDATORY CORPORATE EXPERIENCE – THE BIDDER**

**Note to Bidders:** A Word version of this document is available by sending a request by email to [Karen.marcotte@tpsgc-pwgsc.gc.ca](mailto:Karen.marcotte@tpsgc-pwgsc.gc.ca)

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
<b>MTC1-A</b>	<p><b>BIDDER'S EXPERIENCE</b></p> <p>The Bidder must demonstrate in its bid, that it has provided <b>Project Management Services</b> in the past five years as of the initial publication date of this solicitation as follows:</p> <ol style="list-style-type: none"> <li>1. Using one reference Contract, the Bidder must demonstrate that it has provided services that are the same or similar to a Project Executive in which one individual filling the position of a single resource has a minimum of 120 billable days for a period of one year. To demonstrate a similar resource category, the Bidder must map at least 50% of the Project Executive's SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract. In the event that 50% of the tasks and deliverables results in a decimal (for example 4.5 tasks and deliverables), the number of tasks would and deliverables be rounded down (i.e. 4 tasks would be accepted as being equivalent). For the same resource category, Canada will automatically consider the referenced resource category, procured through the TBIPS contracting vehicle, to be 50% aligned with the SOW tasks and deliverables of this requirement.</li> </ol> <p>The Contract identified must:</p> <ol style="list-style-type: none"> <li>a) Have been with a single client;</li> <li>b) Have a minimum value of \$5,000,000.00 CAD (amendments and applicable taxes included);</li> <li>c) Have an initial minimum Contract Period of one year, not including amendments; and</li> <li>d) Have been completed or ongoing in the last five years (as of the initial publication date of this solicitation).</li> </ol> <ol style="list-style-type: none"> <li>2. Using the same reference Contract from 1. above or a second contract, the Bidder must demonstrate that it has provided services that are the same or similar to a Project Manager in which one individual filling the position of a single resource has a minimum of 120 billable days for a period of one year.</li> </ol>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>To demonstrate a similar resource category, the Bidder must map at least 50% of the Project Manager's SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract. In the event that 50% of the tasks and deliverables results in a decimal (for example 4.5 tasks and deliverables), the number of tasks would and deliverables be rounded down (i.e. 4 tasks would be accepted as being equivalent). For the same resource category, Canada will automatically consider the referenced resource category, procured through the TBIPS contracting vehicle, to be 50% aligned with the SOW tasks and deliverables of this requirement.</p> <p>If the Bidder identifies a second reference Contract, that Contract must meet the requirements of 1. a) to d) above.</p> <p><b>Note:</b> For the purpose of this MTC1-A criterion, a single resource is defined as one individual filling the position of that resource category.</p> <p><b>Note:</b> For the purpose of this MTC1-A criterion the term 'task' includes the deliverables identified in the SOW for the resource category. For example: If a SOW category identifies 11 tasks and 4 deliverables, the bidder must use any combination of 7 of the category's SOW tasks and deliverables to meet the 50% mapping requirement (50% of 15 = 7).</p> <p>If the Bidder's reference contract does not have a Statement of Work with a list of detailed tasks, the Bidder must provide a list of tasks performed under the reference contract that can be confirmed and validated by the Client for the reference contract. The Bidder must clearly demonstrate that the list of tasks provided maps to at least 50% of the resource category's SOW tasks and deliverables.</p> <p>3. The Bidder must provide the following information for each Contract identified:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization;</li> <li>b) The project name under which services were provided (if applicable);</li> <li>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</li> <li>d) The Contract number or reference number;</li> <li>e) The start and end dates for the Initial Contract Period, not including amendments;</li> </ul>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>f) The value of the Contract (amendments and applicable taxes included);</p> <p>g) The full name of the resource, the title of the resource, and the one-year period in which the 120 billable days for the resource category identified in the reference contract was completed;</p> <p>h) A clear statement indicating whether the reference contract was procured through the TBIPS contracting vehicle; and</p> <p>i) For similar categories, the mapping of the SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract.</p> <p>The information listed above should be submitted using Form M1-A.</p> <p><b>Note to Bidder:</b> The reference Contract(s) must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>	
MTC1-B	<p>Using the reference Contract(s) in MTC1-A, the Bidder must demonstrate in its bid that the reference Contract(s) have a cumulative total of at least 2,000 billable days for the resource categories including Project Executive and Project Manager covering a period not more than three years.</p> <p>The Bidder must provide the following information:</p> <p>a) The start and end date of the three-year period;</p> <p>b) The title of the resource categories provided under the Contract(s);</p> <p>c) The full names of each resource provided under the Contract(s); and</p> <p>d) The total number of days billed per resource under the Contract(s).</p> <p>The information listed above should be submitted using Form M1-B.</p>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
MTC2	<p><b>TECHNICAL ENVIRONMENT</b></p> <p>Using three separate IM/IT *projects, the Bidder must demonstrate in its bid that it has provided informatics professional services for an IM/IT system in the past five years as of the initial publication date of this solicitation. The Bidder must demonstrate that each project was executed in a technical environment of 2,000 or more users.</p> <p>*Project is defined as a series of tasks that need to be completed in order to reach a specific outcome.</p> <p>The Bidder must provide the following information for each project identified:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization;</li> <li>b) The project name and the number of users the project serviced;</li> <li>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</li> <li>d) The Contract number or reference number under which the project was executed;</li> <li>e) The start and end dates for each project; and</li> <li>f) A description of each project identified that describes how the project served an environment of 2,000 users or more.</li> </ul> <p>The information listed above should be submitted using Form M5.</p> <p><b>Note to Bidder:</b> The identified projects must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>	





RTC#	Rated Technical Criteria	Maximum Points	Points Allocation	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>c) Have an initial minimum Contract Period of one year, not including amendments; and</p> <p>d) Have been completed or ongoing in the last seven years as of the initial publication date of this solicitation.</p> <p>2. The Bidder must provide the following information for each Contract identified:</p> <p>a) The name of the client organization;</p> <p>b) The project name under which services were provided (if applicable);</p> <p>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</p> <p>d) The Contract number or reference number;</p> <p>e) The start and end date of the Initial Contract Period, not including amendments;</p> <p>f) The total initial minimum value (excluding applicable taxes) of the Initial Contract Period, not including amendments;</p> <p>g) The new technology or new methodology used in the Contract; and</p> <p>h) A description of the work undertaken that includes how the work relates to providing services for the new technology or the new methodology. <b>Note to Bidder:</b> Simply stating that the Bidder worked in an environment that uses the new technology or the new methodology does not demonstrate that the bidder or its resources provided services for the new technology or the new methodology.</p> <p>The information listed above should be submitted with the bid using Form R5.</p> <p><b>Note to Bidder:</b> The reference Contract must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>		<p>that demonstrates experience providing services for Agile Software Development to a maximum of ten points.</p>	

Solicitation Number:  
47419-211699/A

Amendment Number:

Buyer ID:  
423ZG

RTC#	Rated Technical Criteria	Maximum Points	Points Allocation	Bidder's Response (Reference to Substantiating Materials Included in Bid)
<b>Maximum Points Available:</b>			<b>50</b>	
<b>Minimum Points Required:</b>			<b>19</b>	

**ATTACHMENT 4.3 TECHNICAL CRITERIA**  
**WORKSTREAM 3 – CYBER PROTECTION SERVICES**  
**PART A: MANDATORY CORPORATE EXPERIENCE – THE BIDDER**

**Note to Bidders:** A Word version of this document is available by sending a request by email to [Karen.marcotte@tpsgc-pwgsc.gc.ca](mailto:Karen.marcotte@tpsgc-pwgsc.gc.ca)

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
<b>MTC1-A</b>	<p><b>BIDDER'S EXPERIENCE</b></p> <p>The Bidder must demonstrate in its bid, that it has provided <b>Cyber Protection Services</b> in the past five years as of the initial publication date of this solicitation as follows:</p> <ol style="list-style-type: none"> <li>1. Using one reference Contract, the Bidder must demonstrate that it has provided services that are the same or similar to a Privacy Impact Assessment (PIA) Specialist in which one individual filling the position of a single resource has a minimum of 120 billable days for a period of one year. To demonstrate a similar resource category, the Bidder must map at least 50% of the Privacy Impact Assessment (PIA) Specialist's SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract. In the event that 50% of the tasks and deliverables results in a decimal (for example 4.5 tasks and deliverables), the number of tasks and deliverables would be rounded down (i.e. 4 tasks would be accepted as being equivalent). For the same resource category, Canada will automatically consider the referenced resource category, procured through the TBIPS contracting vehicle, to be 50% aligned with the SOW tasks and deliverables of this requirement.</li> </ol> <p>The Contract identified must:</p> <ol style="list-style-type: none"> <li>a) Have been with a single client;</li> <li>b) Have a minimum value of \$2,000,000.00 CAD (amendments and applicable taxes included);</li> <li>c) Have an initial minimum Contract Period of one year, not including amendments; and</li> <li>d) Have been completed or ongoing in the last five years (as of the initial publication date of this solicitation).</li> </ol> <p><b>Note:</b> For the purpose of this MTC1-A criterion, a single resource is defined as one individual filling the position of that resource category.</p>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p><b>Note:</b> For the purpose of this MTC1-A criterion the term 'task' includes the deliverables identified in the SOW for the resource category. For example: If a SOW category identifies 11 tasks and 4 deliverables, the bidder must use any combination of 7 of the category's SOW tasks and deliverables to meet the 50% mapping requirement (50% of 15 = 7).</p> <p>If the Bidder's reference contract does not have a Statement of Work with a list of detailed tasks, the Bidder must provide a list of tasks performed under the reference contract that can be confirmed and validated by the Client for the reference contract. The Bidder must clearly demonstrate that the list of tasks provided maps to at least 50% of the resource category's SOW tasks and deliverables.</p> <p>2. The Bidder must provide the following information for each Contract identified:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization;</li> <li>b) The project name under which services were provided (if applicable);</li> <li>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</li> <li>d) The Contract number or reference number;</li> <li>e) The start and end dates for the Initial Contract Period, not including amendments;</li> <li>f) The value of the Contract (amendments and applicable taxes included);</li> <li>g) The full name of the resource, the title of the resource, and the one-year period in which the 120 billable days for the resource category identified in the reference contract was completed;</li> <li>h) A clear statement indicating whether the reference contract was procured through the TBIPS contracting vehicle; and</li> <li>i) For similar categories, the mapping of the SOW tasks and deliverables of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract.</li> </ul> <p>The information listed above should be submitted using Form M1-A.</p> <p><b>Note to Bidder:</b> The reference Contract(s) must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a</p>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.	
<b>MTC1-B</b>	<p>Using the reference Contract(s) in MTC1-A, the Bidder must demonstrate in its bid that the reference Contract(s) have a cumulative total of at least 2,000 billable days for the resource category Privacy Impact Assessment (PIA) Specialist covering a period not more than three years.</p> <p>The Bidder must provide the following information:</p> <ul style="list-style-type: none"> <li>a) The start and end date of the three-year period;</li> <li>b) The title of the resource categories provided under the Contract(s);</li> <li>c) The full names of each resource provided under the Contract(s); and</li> <li>d) The total number of days billed per resource under the Contract(s).</li> </ul> <p>The information listed above should be submitted using Form M1-B.</p>	

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
MTC2	<p><b>TECHNICAL ENVIRONMENT</b></p> <p>Using three separate IM/IT *projects, the Bidder must demonstrate in its bid that it has provided informatics professional services for an IM/IT system in the past five years as of the initial publication date of this solicitation. The Bidder must demonstrate that each project was executed in a technical environment of 2,000 or more users.</p> <p>*Project is defined as a series of tasks that need to be completed in order to reach a specific outcome.</p> <p>The Bidder must provide the following information for each project identified:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization;</li> <li>b) The project name and the number of users the project serviced;</li> <li>c) At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client;</li> <li>d) The Contract number or reference number under which the project was executed;</li> <li>e) The start and end dates for each project; and</li> <li>f) A description of each project identified that describes how the project served an environment of 2,000 users or more.</li> </ul> <p>The information listed above should be submitted using Form M5.</p> <p><b>Note to Bidder:</b> The identified projects must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>	

**ATTACHMENT 4.3 TECHNICAL CRITERIA  
WORKSTREAM 3 – CYBER PROTECTION SERVICES  
PART B: POINT RATED CORPORATE EXPERIENCE – THE BIDDER**

RTC#	Rated Technical Criteria	Maximum Points	Points Allocation	Bidder's Response (Reference to Substantiating Materials Included in Bid)
<p><b>RTC1</b></p>	<p><b>BILLABLE DAYS: PRIVACY IMPACT ASSESSMENT (PIA) SPECIALIST</b></p> <p>Using the contract(s) the Bidder referenced in response to MTC1-A and MTC1-B:</p> <ol style="list-style-type: none"> <li>The Bidder should demonstrate that the services provided by the resource in the Bidder's response to MTC1-A that is the same or similar to a Privacy Impact Assessment (PIA) Specialist, exceeds the 120 billable day minimum specified in MTC1-A. The Bidder may use one additional Contract to demonstrate that a single resource that is the same or similar to a Privacy Impact Assessment (PIA) Specialist in each contract exceeds the 120 billable day minimum specified in MTC1-A. The Bidder must demonstrate that the second Contract for this resource category meets the requirements of MTC1-A. The information for the second Contract for this resource category should be submitted using Form MTC1-A. The services must have been provided in the past five years as of the initial publication date of this solicitation.</li> </ol> <p>In situations where a resource was replaced, the Bidder must include the names of the replacement resources, the start and end dates of each resource (DD/MM/YYYY), and the respective billable days.</p> <p>For the purpose of this RCT1 criterion, a single resource is defined as one role for that resource category which multiple individuals may fill, but not simultaneously.</p> <p><b>Note to Bidder:</b> The reference Contract(s) must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to</p>	<p align="center"><b>10</b></p>	<p align="center"><b>Network Security Analyst:</b></p> <ul style="list-style-type: none"> <li>121 days to 220 days = 2 points</li> <li>221 days to 320 days = 4 points</li> <li>321 days to 420 days = 6 points</li> <li>421 days to 520 days = 8 points</li> <li>521 days or more = 10 points</li> </ul>	



RTC#	Rated Technical Criteria	Maximum Points	Points Allocation	Bidder's Response (Reference to Substantiating Materials Included in Bid)
	<p>f) The total initial minimum value (excluding applicable taxes) of the Initial Contract Period, not including amendments;</p> <p>g) The new technology or new methodology used in the Contract; and</p> <p>h) A description of the work undertaken that includes how the work relates to providing services for the new technology or the new methodology. <b>Note to Bidder:</b> Simply stating that the Bidder worked in an environment that uses the new technology or the new methodology does not demonstrate that the bidder or its resources provided services for the new technology or the new methodology.</p> <p>The information listed above should be submitted with the bid using Form R5.</p> <p><b>Note to Bidder:</b> The reference Contract must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>			
<b>Maximum Points Available:</b>			<b>40</b>	
<b>Minimum Points Required:</b>			<b>17</b>	

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**ATTACHMENT 5.1**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY -  
CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, 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-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

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 permanent full-time and/or permanent part-time employees.
- 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).

**FORM M1-A  
BIDDER'S EXPERIENCE**

In accordance with the requirements of mandatory evaluation criterion MTC1-A, provide the following information for each Contract identified:

- a) The name of the client organization;
- b) The project name under which services were provided (if applicable);
- c) The client's full name, email address, and title;
- d) The Contract number or reference number;
- e) The start and end dates for the Initial Contract Period, not including amendments;
- f) The value of the Contract (amendments and applicable taxes included);
- g)
  - (i) The full name of the resource;
  - (ii) the title of the resource; and
  - (iii) the one-year period in which the 120 billable days for the resource category identified in the reference contract was completed (DD/MM/YYYY – DD/MM/YYYY);
- h) A clear statement indicating whether the reference contract was procured through the TBIPS contracting vehicle;
- i) For similar categories (as described in MTC1-A), the mapping of the tasks and deliverables of the SOW resource category of this requirement to the tasks and/or deliverables of the resource category identified in the reference contract.

For the purpose of this MTC1-A criterion, the term 'task' includes the deliverables identified in the SOW for the resource category. For example: If a SOW category identifies 11 tasks and 4 deliverables, the Bidder must use any combination of 7 of the category's SOW tasks and deliverables to meet the 50% mapping requirement (50% of 15 = 7).

**TABLE 1**

Table 1 is provided to assist Bidders in structuring the required information for MTC1-A. Bidders should replicate Table 1 below as needed to provide the required information.

1. Reference Contract Number	No.:
2. Specify the resource category from this solicitation's SOW	Resource Category:
3. Specify the resource category identified in the reference contract  Select the applicable statement:  Statement A: This resource category was procured through the TBIPS contracting vehicle and is the same as the TBIPS resource category named in item 2 above.	Resource Category:  Insert the applicable statement in its entirety:

<p>OR</p> <p>Statement B: This resource category was procured through the TBIPS contracting vehicle and is similar to the TBIPS resource category named in item 2 above.</p> <p>OR</p> <p>Statement C: This resource category was procured outside the TBIPS contracting vehicle and is similar to the TBIPS resource category named in item 2 above.</p>	
<p><b>4. SOW Tasks including Deliverables for the Resource Category from this solicitation</b></p>	<p><b>Tasks for Resource Category from Reference Contract</b></p>
<p>a. (Insert Task from SOW in its entirety)</p>	<p>(Insert Task from Reference Contract)</p> <p>Example of text to be inserted:</p> <p>“Maps to SOW Task a)”</p>
<p>b. (Insert Task from SOW in its entirety)</p>	<p>(Insert Task from Reference Contract)</p>
<p>c. (Insert Task from SOW in its entirety)</p>	<p>(Insert Task from Reference Contract)</p>
<p>d. (Insert Task from SOW in its entirety)</p>	<p>(Insert Task from Reference Contract)</p>
<p>e. (Insert Task from SOW in its entirety)</p>	<p>(Insert Task from Reference Contract)</p>
<p>f. (Insert Task from SOW in its entirety)</p>	<p>(Insert Task from Reference Contract)</p>
<p>etc.</p>	<p>etc.</p>
<p><b>Number of tasks and deliverables mapped:</b></p>	

**FORM M1-B  
BIDDER'S EXPERIENCE**

In accordance with the requirements of mandatory evaluation criterion MTC1-B, provide the following information for the identified Contract(s):

- a) The start and end date of the three-year period;
- b) The title of the resource categories provided under the Contract(s);
- c) The full name of each resource provided under the Contract(s); and
- d) The total number of days billed per resource under the Contract(s).

**TABLE 2**

Table 2 is provided to assist Bidders in structuring the required information for MTC1-B. Bidders should replicate Table 2 below as needed to provide the required information.

Specify the start and end date of the three-year period in which the billable days were completed for each contract:			Contract #: _____ DD/MM/YYYY – DD/MM/YYYY
			Contract #: _____ DD/MM/YYYY – DD/MM/YYYY
Contract Number	Full Name of Resource	Title	Number of Billable Days
Total number of billable days:			

**FORM M2  
TECHNICAL ENVIRONMENT**

In accordance with the requirements of mandatory evaluation criterion MTC5, provide the following information for each project identified:

- a) The name of the client organization;
- b) The project name and the number of users the project serviced;
- c) The client's full name, email address, and title;
- d) The Contract number or reference number under which the project was executed;
- e) The start and end dates for the project; and
- f) A description of the project (1-2 paragraphs) that describes how the project served an environment of 2,000 users or more.

**FORM R1  
BIDDER'S EXPERIENCE**

In accordance with the requirements of rated evaluation criterion RTC1, provide the following information:

Tables 3 and 4 are provided to assist Bidders in structuring the required information for RTC1. Bidders should replicate Tables 3 and 4 below as needed to provide the required information.

Table 3: Name of the Resource Category from RTC1: \_\_\_\_\_

Specify the start and end date within the past five years as of the initial publication date of this solicitation in which the services provided by the resource exceed the 120 billable day minimum specified in MTC1-A:				
Contract Number	Full Name of Resource	Title	Resource start and end dates (DD/MM/YYYY) - (DD/MM/YYYY)	Number of Billable Days
Total number of billable days:				

Table 4: Name of the Resource Category from RTC1: \_\_\_\_\_

Specify the start and end date within the past five years as of the initial publication date of this solicitation in which the services provided by the resource exceed the 120 billable day minimum specified in MTC1-A:				
Contract Number	Full Name of Resource	Title	Resource start and end dates (DD/MM/YYYY) - (DD/MM/YYYY)	Number of Billable Days
Total number of billable days:				

Solicitation Number:  
21120-194545/A

Amendment Number:  
626ZM

Buyer ID:

	<u>Contract 1</u>	<u>Contract 2</u>	<u>Contract 3</u>	Insert total number of resources simultaneously managed
	Number: Client: Start and end date:	Number: Client: Start and end date:	Number: Client: Start and end date:	
<u>Month 1</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 2</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 3</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 4</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 5</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 6</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 7</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 8</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 9</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 10</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 11</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	
<u>Month 12</u> Calendar month: Year:	(number of resources)	(number of resources)	(number of resources)	

**FORM R2**  
**BIDDER EXPERIENCE WITH NEW TECHNOLOGIES AND NEW METHODOLOGIES**

In accordance with the requirements of rated evaluation criterion RTC5, provide the following information for each Contract identified for each of the new technologies and new methodologies:

- a) The name of the client organization;
- b) The project name under which services were provided (if applicable);
- c) The client's full name, email address, and title;
- d) The Contract number or reference number;
- e) The start and end date of the Initial Contract Period, not including amendments;
- f) The total initial minimum value (excluding applicable taxes) of the Initial Contract Period, not including amendments;
- g) The new technology or new methodology used in the Contract; and
- h) A description of the work undertaken that includes how the work relates to providing services for the new technology or the new methodology. **Note to Bidder:** Simply stating that the Bidder worked in an environment that uses the new technology or the new methodology does not demonstrate that the bidder or its resources provided services for the new technology or the new methodology.

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

**A. Description de tâche des travaux requis :**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Contract Number / Numéro du contrat

1000351699 SRCL-HQ-2020-021-035

 Security Classification / Classification de sécurité  
 UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canada Border Services Agency		2. Branch or Directorate / Direction générale ou Direction Transformation, Planning and Projects
3. a) Subcontract Number / Numéro du contrat de sous-traitance TBD	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail Canada Border Services Agency (CBSA) requires Informatics Professional Services resources, on an as-and-when-requested basis, to perform various functions within the Commercial & Trade Branch; Transformation, Planning and Projects Directorate.		
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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 <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TRÈS SECRET <input type="checkbox"/>	



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

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C	CONFIDENTIEL				
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  Yes  
Non 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  Yes  
Non Oui

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

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



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

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

Name (print) - Nom (en lettres moulées) Mike Junek	Title - Titre Director General	Signature <b>JUNEK MICHAEL</b>	Digitally signed by JUNEK MICHAEL Date: 2020.11.04 15:36:07 -05'00'
Telephone No. - N° de téléphone 613-769-8346	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Michael.junek@cbsa-asfc.gc.ca	Date November 04, 2020

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

Name (print) - Nom (en lettres moulées) Stéphane Lafortune	Title - Titre Team Leader	Signature <b>LAFORTUNE STEPHANE</b>	Digitally signed by LAFORTUNE STEPHANE Date: 2020.12.17 13:20:07 -05'00'
Telephone No. - N° de téléphone 343-291-7776	Facsimile No. - N° de télécopieur 343-291-7778	E-mail address - Adresse courriel stephane.lafortune@cbsa-afsc.gc.ca	Date

## 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) Karen Marcotte	Title - Titre Supply Team Leader	Signature <b>Marcotte, Karen</b>	Digitally signed by: Marcotte, Karen DN: CN = Marcotte, Karen C = CA O = GC OU = PWGSC-TPSGC Date: 2021.05.28 10:37:23 -04'00'
Telephone No. - N° de téléphone 613-858-8522	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel karen.marcotte@tpsgc-pwgsc.gc.ca	Date May 28, 2021

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

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature <b>Saumur, Jacques 0</b>	Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:26:37 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date