



RETURN BIDS TO:

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

Attn: Valeska Fedoroschuk-Tait

FOR ELECTRONIC BIDS:

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration 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 thereof.

Instructions : See Herein

Instructions: Voir aux présentes

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Procurement and Contracting Services
70 Crémazie
Gatineau, Québec K1A 1L1**

Title – Sujet	
Digitization Services	
Solicitation No. – N° de l'invitation	Date
CIC 153736	August 16th, 2021
Solicitation Closes – L'invitation prend fin at – à	Time Zone
2:00 PM	Fuseau horaire
on – September 27th, 2021	EDT
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address Inquiries to: - Adresser toutes questions à :	
IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca	
Attn: Valeska Fedoroschuk-Tait	
Telephone No. – N° de téléphone :	
343-574-4442	
Destination – of Goods, Services, and Construction:	
Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Summary

1.2.1 Immigration, Refugees and Citizenship Canada (IRCC) requires services to support departmental digitization projects. Task-Authorization (TA) based contracts for Digitization Services will provide IRCC with the flexibility of an "as and when requested" basis for delivery of services within three (3) identified regions for the period of one (1) year plus one (1) one (1) year irrevocable option allowing Canada to extend the term of the contract. This Digitization Services requirement will assist in transforming IRCC's paper to digital records

1.2.2 Multiple Task Authorization Based Contracts

Canada is seeking to establish up to three (3) contracts for digitization services on an "as and when requested" basis, as defined in Annex "D", Statement of Work, for two (2) years, including all options.

1.2.3 Security requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, Part 7 - Resulting Contract Clauses and Annex "F". For more information on personnel and organization security screening or security clauses, bidders should refer to the [Contracting Security Program](#) of Public Works

and Government Services Canada [Security requirements for contracting with the Government of Canada](#)".

1.2.4 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)"

1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses.

1.2.6 Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

If you have any concerns relating to the procurement process, please refer to the [Bid Challenge and Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [CIC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the

Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid – one soft/electronic copy in PDF format

Section II: Financial Bid – one soft/electronic copy in PDF format

Section III: Certifications – one soft/electronic copy in PDF format

Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Annex “G”, Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Annex “E”, Basis of Payment.

Section III: Certifications

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

Section IV: Additional Information

1. Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 1.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

- 1.2 The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Mandatory Technical Criteria (MT)				
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder will be considered in the evaluation process.				
Note to Bidder: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement				
MT#	Criteria	Bidder's Response	Reference to additional Substantiating Materials included in Bid	Met / Not Met
MT1	Risk Mitigation Strategy The Bidder must describe its proposed Risk Mitigation Strategy, including the approach and or measures it proposes to undertake to ensure its ability:	Provide sufficient information to show how you meet the pointed requirements		

	<ol style="list-style-type: none"> To propose fully qualified (ability to complete all tasks contained in the SOW) resources to IRCC within 2 working days of receipt of a TA Request To supply, manage and retain large (10-20 persons) groups of resources in support of a single TA within the region of delivery 															
MT2	<p>Certification</p> <p>Bidder must demonstrate how their processes meet the Canadian General Standards Board (CGSB) CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence standard</p>	Provide sufficient information to show how the standard is met														
MT3	<p>The Bidder must provide a draft project management plan. The plan must include the following information:</p> <ol style="list-style-type: none"> Draft Project plan for Digitization Projects Progress reporting Monitoring and control process Hours of availability of the project manager/project lead Response service levels Escalation path for issue resolution 	Provide a draft plan demonstrating how you meet the requirements														
MT4	<p>Project Manager</p> <p>The bidder must demonstrate that the proposed resource has at least 12 years of experience as a Project Manager working within an Information Management environment while working on at least 5 separate projects.</p>	Bidder to provide resource's resume														
MT5	<p>The Bidder must demonstrate that they have an imaging processing center within the acceptable service radius for which they are submitting a bid.</p> <p>Regions and acceptable service radius are as follows:</p> <table border="1"> <thead> <tr> <th>City</th> <th>Postal Code</th> <th>Acceptable service radius</th> </tr> </thead> <tbody> <tr> <td>Eastern</td> <td>B1P 5Z2</td> <td>400 km radius</td> </tr> <tr> <td>Central</td> <td>L4Z 1H8</td> <td>400 km radius</td> </tr> <tr> <td>Western</td> <td>T5J 4C3</td> <td>1,000 km radius</td> </tr> </tbody> </table>	City	Postal Code	Acceptable service radius	Eastern	B1P 5Z2	400 km radius	Central	L4Z 1H8	400 km radius	Western	T5J 4C3	1,000 km radius	Provide address and details of Bidder's processing center within the region a proposal is submitted for		
City	Postal Code	Acceptable service radius														
Eastern	B1P 5Z2	400 km radius														
Central	L4Z 1H8	400 km radius														
Western	T5J 4C3	1,000 km radius														

4.1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Point Rated Technical Criteria (RT) - Scores				
NOTE TO BIDDER: Beside each criterion, write the relevant page number(s) from your proposal that addresses the identified requirement. Point rated technical criteria not addressed will be given a score of zero.				
RT#	Points-Rated Criteria	Maximum Points	Points Scale	Bidders Response
RT1	<p>Capacity – Paper to Digital</p> <p>The Bidder should demonstrate its capacity to process images.</p> <p>The Bidder will be awarded points for experience with imaging and indexing up to two similar projects* over the past three years.</p> <p>The Bidder should provide a detailed summary of 2 separate projects (projects cannot be from IRCC) completed in the past 36 months, including the following information:</p> <ol style="list-style-type: none"> 1. Document imaging process description (including indexing processes) 2. Volume of Digital Records processed 3. Project duration (mm-yyyy to mm-yyyy) 4. Client reference, including organization name, contact name, title, telephone number and email address. <u>The Bidder must confirm the correct coordinates for the reference</u> 	56 Points	28 points for each fully detailed and referenced project	

	<p>5. What, if any, customization was required to operationalize your digitization solution</p> <p>6. Describe the document management system that you used, as well as the access control measures you have in place to ensure the data was secure</p> <p>7. How long did it take for your staff to install and configure the solution and make it ready for production use</p> <p>*Similar projects are defined as any project that required a minimum of 1,300,000 pages to be converted from paper to a digitized record within a 3 - 12 month time period, involving Personal Identified Information</p>			
RT2	<p>Project Manager</p> <p>The bidder must demonstrate that the proposed Project Manager resource has experience initiating up to 5 projects. Tasks for the initiation of a project include the development of Digitization Configuration, Requirements Definition and Approval Process</p>	10 points	<p>1 project: 2 points</p> <p>2 Projects: 4 points</p> <p>3 Projects: 6 points</p> <p>4 Projects: 8 points</p> <p>5 Projects or more: 10 points</p>	
RT3	<p>Project Manager</p> <p>The bidder must demonstrate that the proposed Project Manager resource has experience successfully completing up to 5 projects. A successful project is one completed on time, on budget and to the client's satisfaction.</p> <p>To satisfy this criteria, the bidder should submit 1 reference form per project to attest to the successful completion of each project.</p>	10 points	<p>1 project: 2 points</p> <p>2 Projects: 4 points</p> <p>3 Projects: 6 points</p> <p>4 Projects: 8 points</p> <p>5 Projects or more: 10 points</p>	
RT4	Anti-Racism/Diversity	12 Points	Maximum 2 points for each activity.	

	<p>Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organization:</p> <ol style="list-style-type: none"> 1. The Bidder has internally published policies or commitments on anti-racism and inclusiveness 2. The Bidder's employees are mandated to take mandatory training on anti-racism 3. The Bidder's employees are mandated to take unconscious bias training 4. The Bidder has publically available organizational commitments to a diverse workforce 5. The Bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce 	<p>The Bidder should provide details of the activity. The Bidder should provide copies of policy or commitment documents including their effective date. For training, the Bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline. For staffing, the Bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p>	<p>0 pts = the Bidder does not address. 2 pts =The Bidder has fully described the activity and provided supporting documents as evidence. 1 pts = The Bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p>Additional Points (Max 2 pts):</p> <p>2 pts - Bidder has demonstrated at least the existence of 4 out of 5 activities. 1 pt. – Bidder has demonstrated at least 2 of the 5 activities.</p>	
RT5	<p>The GC is transitioning to low-carbon, climate-resilient, and green operations, including reducing greenhouse gas emissions from facilities and fleets, diverting non-hazardous operational waste and plastic waste from landfills, eliminating the unnecessary use of single-use plastics in operations. In this regard, IRCC is searching for solutions to reduce their carbon footprint.</p> <p>Bidders will obtain points for having an imaging center within a closer range than the acceptable service radius.</p>	6 Points	2 pts for having an imaging processing center(s) closer to the required radius for each IRCC CPC	

	The closer radius to obtain points is described in the table below.				
	City	Postal Code	Additional Point Radius		
	Eastern	B1P 5Z2	200 km radius		
	Central	L4Z 1H8	200 km radius		
	Western	T5J 4C3	500 km radius		
					Total Points: _____ / 94 Minimum pass mark: 68 / 94

4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Annex “E” will be used. The Bidder must provide all-inclusive fixed rates for the work being proposed in accordance with the bid solicitation, for the initial contract period and option period.

The volumetric data included in the pricing schedule detailed in Annex “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The TOTAL EVALUATED PRICE in ANNEX E, Basis of Payment will be calculated per Region as the intent is to award up to three contracts. The calculation to determine the financial evaluation is as follows:

Western: Total for TABLE A + Total for TABLE B
 Central: Total for TABLE C + Total for TABLE D
 Eastern: Total for TABLE E + Total for TABLE F

The maximum funding available for the Contract resulting from the bid solicitation is:

Western : \$225,000.00
 Central : \$750,000.00
 Eastern : \$525,000.00

Applicable Taxes extra. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule 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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Rated Within Budget

4.2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 68 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 94 points.

4.2.1.3 Bids not meeting (a), (b) and (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. Should the same bidder be successful in one or more regions, a single contract could be awarded for administrative ease.

4.2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4.2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

4.2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

4.2.1.7 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.8 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3	
Overall Technical Score	115/135	89/135	92/135	
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined rating	83.84	75.56	80.89	
Overall rating	1 st	3 rd	2 nd	

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 during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

5.2.3 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 webpage.

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 annex [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 annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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)

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.2.4 Status and Availability of Resources

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

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

5.2.5 Education and Experience

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

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) For additional information on security requirements, bidders should contact the Contracting Authority.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada website.

PART 7 - RESULTING CONTRACT CLAUSES

ANNEX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the [CIC Website](#).

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. General Conditions

A3.1 General Conditions [CIC-GC-001 \(2020-12-02\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.

ANNEX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Annex “B” – Supplemental Terms and Conditions;
- c) Annex “A” – General Terms and Conditions;
- d) Annex “C” – Terms of Payment – Task Authorizations;
- e) Annex “D” – Statement of Work;
- f) Annex “E” – Basis of Payment
- g) Annex “F” – Security Requirement Checklist (SRCL);
- h) Annex “G” – Vendor Information and Authorization Form;
- i) Annex “H” – Task Authorization Form; and
- j) the Contractor's proposal dated _____(TBD)

B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>

B3. Security Requirement

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

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of **protected B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**, including an IT Link up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex F
 2. Contract Security Manual (latest edition)

Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

B4. Period of Contract

The period of the Contract is from date of contract award to October 31st, 2022, inclusive.

B4.1 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least (30) thirty calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

B5. Certifications / Compliance and Additional Information

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

B5.1 Federal Contractors Program for Employment Equity - Default by the 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.

B6. Insurance Requirements

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

B7. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex “D”.

B8. Authorities

B8.1 Contracting Authority

The Contracting Authority for the Contract is:

<The Contracting Authority for the Contract is to be identified at Contract award>

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.

B8.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at 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.

B8.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

B9. Proactive Disclosure of Contract with Former Public Servants

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

ANNEX “C”, TERMS OF PAYMENT TASK AUTHORIZATIONS

C1. Task Authorization:

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

C1.1 Task Authorization Process:

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

C1.2 Minimum Work Guarantee – All the Work – Task Authorizations:

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

C1.3 Periodic Usage Reports – Contracts with Task Authorizations:

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details:

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

For each authorized task:

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

For all authorized tasks:

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

C2. Basis of Payment

For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex "E", Basis of Payment, applicable taxes extra. Cost: \$_____.

C3. Limitation of Expenditure – Cumulative of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ . Customs duties are included and applicable taxes are extra.

-
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
 3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
 4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

C4. Method of Payment

For each individual Task Authorization issued under the Contract that contains a maximum price:

- a) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit a weekly report that shows the number of pages digitized and the percentage consumed from the total cost of TA to support the charges claimed in the invoice;
- b) Once Canada has paid the maximum price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the Task Authorization, all of which is required to be performed for the maximum price.

C5. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of documents as specified in the Contract;
- b. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

_____ *(Insert at contract award)*

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

C7. Travel and Living Expenses

Canada will not accept any travel and living expenses for:

- a) Any travel between the Contractor's place of business and IRCC's premises; and
- b) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above.

ANNEX “D”, STATEMENT OF WORK

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STATEMENT OF WORK

1. Objective

To provide Immigration, Refugees and Citizenship Canada (IRCC) with services to support departmental digitization projects. Task-Authorization (TA) based contracts for Digitization Services will provide IRCC with the flexibility of an "as and when requested" basis for delivery of services within three (3) identified regions for the period of one year (from contract award) with one (1) option year.

This Digitization Services requirement will assist in transforming IRCC's paper to digital records. Services must include document:

- a) Preparation
- b) Digitization
- c) Indexing
- d) Quality Control
- e) IRCC Quality Assurance
- f) Transportation
- g) Storage
- h) Destruction

2. Background

IRCC is in the midst of a digital transformation. The purpose of this transformation is to modernize our client's experience, service delivery, and online tools and content to provide more and higher-value services to more clients and move from a mainly analogue to a user-centered, digitally enabled operation.

To achieve this transformation, IRCC is undertaking the digitization of its paper files. This will also result in reduced space and cost requirements for paper storage, facilitating digital search, increased productivity and savings for business units.

IRCC processes large volumes of paper that require long-term management. The conversion of paper to a digital record (PDF/A) is the goal for IRCC to better manage information holdings within the organization. The following estimated volumes are received and processed by IRCC on an annual basis:

Table 1 – Estimated Volumes

Type	Eastern	Central	Western
Digitization (Pages)	2,520,000	3,600,000	1,080,000
Storage of processed material (Boxes)	672	960	288

Destruction of processed material (Boxes)	672	960	288
Secure Transportation (Boxes)	672	960	288

3. Applicable Referenced Specifications and Standards

All work as part of this contract must be compliant with the following specifications and standards:

3.1 Documents and links:

- a) [Canadian General Standards Board \(CAN/CGSB-72.34-2017\)](#), Electronic Records as Documentary Evidence
- b) [Canada Evidence Act \(R.S.C., 1985, c. C-5\)](#), Documentary Evidence, Documents to be admitted in evidence, 54 (1)

4. Project Management

4.1 Region of Delivery

The Contractor is to provide the services outlined in Section 6. – “Mandatory General Digitization Requirements for TA’s” for one or more Regions as located per below:

Table 2 – IRCC - Regions

City	Postal Code	Acceptable service radius
Eastern	B1P 5Z2	400 km radius
Central	L4Z 1H8	400 km radius
Western	T5J 4C3	1,000 km radius

The Contractor’s Imaging Processing Center must be located within the acceptable service radius indicated in the table above.

4.2 Contract Kick off Meeting

Upon contract award, the Contractor (including the assigned Project Manager and other Key Resources) will be required to participate in an initial kick off meeting with the Project Authority (PA) to review and discuss the unique requirements of any Digitization Services Project Task Authorization (TA) for requested digitization services. The initial Contract Kick off Meeting will take place 5 business days after contract award.

4.3 TA Kick off Meeting

For each subsequent TA, the Contractor (including the assigned Project Manager and other Key Resources) will be required to attend a kick off meeting with the PA, which must be held prior to the start of work against the specific TA. The meeting will further address:

- a) Scope, specific requirements beyond the mandatory general digitization requirements listed below

- b) Pre-production samples digitized by Contractor and accepted by IRCC before full production commences
- c) Retrieval capability during digitization
- d) Characteristics of the media to be digitized (e.g., paper sizes, text orientation/format, pages per document/folder/box, chronology, quality and size of shipment, maximum file size requirements, etc.)
- e) Establish a “cure” period, measured in business days and required to resolve issues and stop work orders
- f) Confirmation of agreed timeline that must be respected by IRCC and the Contractor

4.4 Task Authorization Requirements

Upon receipt of a TA, the Contactor must:

- a) Ensure the services requested are clearly defined in the TA and understood under the following service categories as:
 - I. Preparation
 - II. Digitization
 - III. Indexing
 - IV. Quality Control
 - V. IRCC Quality Assurance
 - VI. Transportation
 - VII. Storage
 - VIII. Destruction
- b) Assign a Project Manager, as specified in the TA
- c) Assign a Quality Control Manager, as specified in the TA
- d) Ensure that the resources are fluent in the language(s) specified in the TA
- e) Ensure that resources support operational working hours as specified in the TA
- f) Attend scheduled meetings with IRCC as agreed upon or outlined in the TA
- g) Commit to producing a monthly report as specified in the TA, including financial and other information deemed necessary by either party

4.5 Deliverables

The Contractor must provide various project status updates as defined in the TA, as well as project deliverables resulting from the tasks performed as described in the TA. Deliverables will be specified in the TA’s scope of work, and will include:

- a) Resource Plan
- b) Configuration of Digitization Process
- c) Sample Digitization
- d) TA Budget
- e) TA Work Plan
- f) Transportation Plan
- g) Destruction Plan (including Storage and Disposal)

The TA will identify any additional deliverable(s), task(s), and other relevant areas of consideration that are required to be implemented by the Contractor in the provision of services.

5. Mandatory General Digitization Requirements for TA's

The following tasks are required to be performed by the contractor. Applicable tasks and deliverables will be indicated in each TA.

5.1 Preparation

The Contractor must prepare the media for digitization by performing the following tasks:

- a) Remove all bindings (e.g. staples, paperclips, etc.)
- b) Bindings do not need to be re-assembled following digitization
- c) Retain and relocate any sticky notes which contain information in support of a document on the page in a secure manner that will not obstruct existing text and will not be damaged during the process
- d) Any sticky notes that cannot be relocated on the page without obstructing the text will be placed at the back of the document or on a blank page, and placed immediately following the originating page to be captured as part of the document's digitized image
- e) Repair any wrinkled, torn pages, bent corners and creased pages) to facilitate digitization
- f) Digitize any included photos which are to be removed from an included envelope or affixed to an application.
- g) After digitization, the photos are to be returned to the envelope. The envelope itself does not need to be digitized
- h) No blank pages are to be digitized or included in the file (or to be charged for)
- i) Identify and note transition from single to double-sided pages
- j) Identify portrait or landscape orientations

5.2 Digitization

The Contractor must adhere to the following specifications detailed herein for digitized records output:

- a) Before work starts, a sampling set (a minimum of 10,000 images) of digitally imaged paper must be generated for validation for each TA.
 - I. Work will not continue until acceptance is received from the Project Authority (IRCC)
 - II. The Project Authority's response will be provided within 3 business days of the receipt of the sample
 - III. If the sampling is rejected, the PA will request that the Contractor re-image the sample until the PA is full satisfied with the output
- b) Conversion of digital records to 240 - 300 DPI colour PDF/A. Digital records saved to an encrypted external hard drive provided by IRCC with specified filenames and folder structure

- c) The image format that ensures the best quality image and the smallest image file size (while respecting the 240 - 300 dpi) must be used
- d) Crop, de-skew and de-speckle digital records
- e) Include a black border around each image so that all four corners are visible
- f) Capture and transfer to a CSV formatted file all metadata generated in the creation of the digital records
- g) Digitize a variety of paper types such as forms, certificates, pictures, pages with handwritten notations
- h) Pages may be single-sided or double-sided
- i) Paper size may range from passport photo size(2" x 3"), a standard size (8.5" X 11"), or a legal sized sheet of paper (8.5" X 14")
- j) Ensure all pages in an application are imaged, levelled and named per specifications and project design process, as per TA specifications
- k) Digital records rejected by the Project Authority (IRCC) through the quality control process are to be re-imaged from the original paper at no additional cost to IRCC
- l) Batches of paper must be controlled so that a particular batch or box can be immediately retrieved if and when required by IRCC

5.3 Indexing

The Contractor must conform to the following indexing and file naming requirements:

- a) Unique digital image identifier assigned by the Contractor
- b) Date and time of digitization
- c) Name of Contractor
- d) Capture device (hardware and software) identification
- e) Processing agent ID
- f) Calibration settings (colour correction settings on monitor and for output)
- g) Date of last calibration (proof of workflow and use of standards)
- h) Item and/or filename assigned as outlined in the TA Specifications and to be read by barcode label provided by IRCC
- i) Item and/or file resolution, colour depth and compression
- j) File format of digitized records
- k) Digital size or extent
- l) File name structure assigned by IRCC
- m) File name structure for each IRCC will be determined for each project and specified in the TA
- n) Each PDF/A file must not exceed 5 MB. Multiple sub-sections may be required unless directions from the PA differ in the TA

5.4 Quality Control (QC)

The Contractor must conduct their quality control process for all paper being digitized in adherence to the Canadian General Standards Board (CGSB) – Electronic Records as Documentary Evidence: [CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence](#).

QC can be done by the same person performing the work and must be performed throughout the digitization process, must be included during:

- a) The document preparation stage
- b) The digitizing/indexing stage
- c) The upload stage

The Contractor must submit quality control procedures including but not limited to:

- a) Quality control procedures such as written processes and guidelines
- b) Operator training plans and materials for employees/agents
- c) Key Productivity Indicators used for performance and measuring throughout
- d) Maintenance and update schedule for any systems used for digitization
- e) Each digital object must be quality controlled for resolution, density, speckling, skewing, 100% accuracy, and sensitivity and other controls are to be adjusted to improve the quality of the captured image
- f) Records must be imaged in their entirety, scans must be legible and image files must be correctly named and indexed. Blank pages are not to be imaged and not to be included in the imaged file
- g) Size of image relative to the original (measured horizontally and vertically)
- h) Ensure all pages are captured
- i) Adequate contrast
- j) For text, there must be a high contrast ratio between the text and the background
- k) For grey scale digital records, the contrast must represent the original image
- l) Colour dropout (dropout of specific colour from a test target)
- m) Poor thresholding (dropped low contrast features, dark background obscuring foreground)
- n) Image skew on page
- o) Incorrect image orientation on page
- p) Speckle or noise in the background of the image
- q) Character dropout (a missing character)
- r) Legibility of small characters or features (poor focus)
- s) Separation of black from white features (bar chart will be required)
- t) Scan line drop out (missing scan lines, single or multiple, across the image, either white or black)
- u) Repeated scan lines on successive digital records
- v) Repeated pixel on successive digital records (consistent noise or spot on each image at the same location)
- w) Borders not cropped
- x) Missing portion of edge of image
- y) If an error is identified during the QC step the document must be re-digitized at no cost to IRCC

5.5 IRCC Quality Assurance (QA)

The Contractor must accommodate the retrieval of source paper on demand for IRCC's QA process:

- a) A request from the Project Authority will be sent to the Contractor after receipt of the imaged documents
- b) The Contractor has 24 hours to send the requested records to the Project Authority
- c) The Project Authority will advise the Contractor of the QA test results within 5 days
 - I. If a digitized record fails the QA test, it will be rejected and the original document must be re-digitized at no cost to IRCC
 - II. An explanation of the failure will be provided to the Contractor so that they can correct the problem
 - III. Further mitigation may be necessary if error persists
- d) The record(s) must be re-digitized within 5 business days and resubmitted to the PA for another QA test ensuring resolution to the initial QA test failure. The Contractor must make every effort to resolve the issue within a pre-negotiated “cure” (see 4.3 e.) period as outlined in Standard Contracting Clause 2035 29 (2014-09-25) - Default by the Contractor.

5.6 Transportation

The Contractor is to provide a secure chain of custody while tracking to and from IRCC’s location destination and Contractor’s digitization and indexing facilities. The Contractor must ensure that pick up and return of paper and digitized records is transported by a service that conforms to the [Contract Security Manual – Chapter 6](#) and Annex F, SRCL.

5.7 Storage

The contractor will be required to store paper source records at a storage facility that adheres to the security requirements as defined in the [Contract Security Manual – Chapter 6.5 Storage](#) and security guide included as Appendices x to Annex C, SRCL. The requirement will be to store the source paper until destruction or return is authorized by the PA. Boxes and containers used to hold paper shall be retrievable within 24 hours if and when required by IRCC

5.8 Destruction

Prior to destruction the Contractor must obtain acceptance of QA and all deliverables by the PA. The Contractor must send a completed list of records to be destroyed to the PA who will authorize destruction. The list must contain:

- a) Box Identifier
- b) Source Document Identifier
- c) Applicable number/code given to source document
- d) Date Digitized
- e) Reference to Index of Imaged Document
- f) Volume (# of Images created)

Original source paper must be destroyed at the Contractor’s location adhering to the [Contract Security Manual – Chapter 6.10 Destruction of Records](#) and security guide included as Appendices x to Annex C, SRCL. The contractor is to issue a Certificate of Destruction as per the above reference manual.

6. Security Requirements

The Contractor must perform work specified in this SOW in accordance with the Security Requirements Check List (SRCL) and Annex F, SRCL.

7. Constraints and Control

- a) All IRCC information (including index and metadata), must remain in Canada and cannot be transmitted or accessed outside of Canada for any reason
- b) IRCC Operational working hours (local time in each CPC) will be from 07:00 to 18:00 Monday through Friday and will need to be respected by the Contractor for deliveries, questions and meetings.
- c) Reports, meetings, correspondence, and discussions are to be in English
- d) Meetings could take place in person, via teleconference or via video-conference
- e) A single Kick off Meeting will be held within 5 days of Contract Award with IRCC Project Authority and the Contractor
- f) A Task Authorization Kick off Meeting (for each TA) will be held to cover the sampling of the initial digital output and index data. This meeting will also set a schedule for QA of the sampling provided and projected production date
- g) Ad hoc meetings, as required or upon PA's request

8. Travel, Living and Transportation

The Contractor must assume all travel and living expenses under this requirement.

9. Anti-Racism/Diversity

IRCC is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values.

More information can be found at:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>.

10. Appendix A to Annex D - Technical Specifications for all TA's

1.1 Project Management Plan (PMP)

The PMP must include the following information:

- a) Project plan
- b) Progress reporting status
- c) Monitoring and control process
- d) Hours of availability of the project manager/project lead
- e) Response service levels
- f) Escalation path for issue resolution

2.1 Transportation and Handling Plan (THP)

The THP must, specifically identify:

- a) How the Contractor expects to coordinate delivery of paper to/from the IRCC location(s) (i.e. mode of transportation or service to be used to deliver the paper to the Contractor's facility) within IRCC's core hours and key facilities as stated on the TA
- b) How the Contractor will protect all information (paper) from information/data loss, information/data corruption, unlawful access and viruses
- c) If delivery problems occur, the Contractor is to notify the Project Authority (IRCC) immediately and resolve the situation
- d) Supply the hours of operations and response times of your support team
- e) Describe what you have in place to track files? Are all files (digital, paper or box) tracked using the same mechanism or system

3.1 Technical Specifications

The Contractor must meet the following requirements to carry out the types of projects IRCC will request.

- a) Conversion of paper between 240 and 300 dpi (to be decided on a project by project basis) to PDF/A. Digital Records, saved to an IRCC provided encrypted external device with specified filenames, folder structure, index and metadata capture as per agreed upon TA
- b) PDF/A digital records must contain full page Optical Character Recognition (OCR) to allow for full-text and semantic searches and potential Data Extraction
- c) Contractor will remove all bindings (e.g. staples, paperclips, etc). These bindings do not have to be re-assembled following document imaging unless required
- d) Paper that cannot be scanned must be photocopied and inserted back to original place in the paper application
- e) Any sticky notes which contain information in support of a document will be retained and relocated on the page in a secure manner that will not obstruct existing text and not be damaged during the process. The note will be captured as part of the image (the note must not be relocated closer than 2" from left border of the page to avoid double detection in scanning)

- f) Sticky notes that cannot be relocated on the page without obstructing the text will be placed at the back of the document or on a blank page and placed immediately following the originating page to be captured as part of the document's image
- g) Wrinkled and/or torn pages, bent corners and creased pages will be repaired by the Contractor to facilitate scanning
- h) Photos are included and are generally placed inside an envelope, or affixed to an application. If affixed to the application, the Contractor does not have to remove the photo to image separately. If photos are in an envelope, the Contractor will be required to remove the photos from the envelope in order to image them. After imaging, the photos are to be returned to the envelope. The envelope does not need to be scanned. All photos imaged must be in 8-bit RGB colour
- i) De-skewing and de-speckling of digital records
- j) No blank pages are to be imaged (or to be charged for)
- k) Capture, generation and transfer of index data in a defined format as per TA
- l) Capture, retention and transfer of metadata generated in the creation of the digital records

4.1 Indexing

The Contractor must meet the following requirements to carry out the types of projects IRCC will request.

- a) 100% of index data must be captured as per the project plan, must meet the required technical specifications mentioned above, be accurately cross-referenced, and adhere to the quality controlled method specified by the Contractor
- b) The quality level for the purposes of the sampling inspection by IRCC is error-free within an application, to IRCC's standards and all important data is captured in the digital image
- c) A sampling set of index coding must be generated for validation at the start of the work, along with the data conversion sample. Work will not continue until acceptance is received from the Project Authority (IRCC); acceptance or rejection will be provided within 5 days of receipt of the sample

5.1 Digital Images

The Contractor must meet the following requirements to carry out the types of projects IRCC will request

- a) All supplied exports must be 100% error-free; if there are errors, the Contractor will re-image the at no additional cost to IRCC
- b) Exported digital records must be completed and delivered by the deadline designated by the project plan unless delay is due to no fault of the Contractor
- c) Digitized paper will be placed on an external encrypted (Protected B) hard drive or sent via Managed Secure Transfer Protocol (MSTP) agreed upon prior to engagement of any contractual agreement (see Transmission of Digitized Records)

6.1 Certification

The Contractor must demonstrate that their imaging processes adheres to the requirements listed in 5. Mandatory General Digitization Requirements for TA's.

Contractor must demonstrate how their processes meet the Canadian General Standards Board (GCSB) [CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence](#) standard.

7.1 Transmission of Digitized Records

The transmission of digitized records through the Contractor's Portal Services, as predefined in the TA, must meet the security requirements outlined below:

- a) Implement multi-factor authentication mechanisms for the authentication of IRCC users, in accordance with CSE's ITSP.30.031 V3, <https://www.cyber.gc.ca/en/guidance/user-authentication-guidance-information-technology-systems-itsp30031-v3>.
- b) Must meet the security requirements outlined in the Government of Canada Security Control Profile for Cloud-Based GC Services <https://www.canada.ca/en/government/system/digital-government/digital-government-innovations/cloud-services/government-canada-security-control-profile-cloud-based-it-services.html> , which is a comprehensive set of guidelines and controls based on ITSG-33.
- c) The Contractor must meet the Government of Canada Security Control Profile for Cloud-Based GC Services as outlined below:
 - i. CCCS Cloud Service Provider Information Technology Security Assessment <https://cyber.gc.ca/en/guidance/cloud-service-provider-information-technology-security-assessment-process-itsm50100>
 - ii. A valid SOC-2 or SOC-3 report (ISAE-3402)
 - iii. ISO-27001 Certification
 - iv. Compliance with U.S. National Institute of Standards and Technology (NIST) Publication 800-53
 - v. FedRAMP moderate profile compliance
 - vi. Proof of acceptance to the SaaS Method of Supply Arrangement (GC Cloud) (EN578-191593/F) Request for Supply Arrangement <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-EEM-003-35660>
- d) In addition to the above IT Security compliance attestation, any proposed solution will be subject to the IRCC Security Assessment and Authorization process as mandated through the Policy on Government Security. Specific guidance on the IRCC SA&A requirement will be provided to the successful bidder.

ANNEX “E”, BASIS OF PAYMENT

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

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Annex “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$TBD, including all options, travel expenses and all applicable taxes.**

The Bidder must complete this pricing schedule and include it in its financial bid. Other than completing required section(s) in the pricing table below, the bidder must not make any other changes or alternations. By doing so will render the bidder's response non-compliant and will be eliminated from the competition.

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive rate (in Cdn \$) for each of the Consultant Categories identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
 - b) any travel expenses for travel between the Contractor's place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Annex “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The Contractor will be paid the following all-inclusive **firm per unit rates** for Digitization, Transport, Storage and Destruction services pursuant to this Contract. The rates must be all inclusive of any expenditures required to fulfill the Contract including fuel surcharge, transportation equipment, etc., as identified in Annex “D” Statement of Work, 5. “Mandatory General Digitization Requirements for TA's”. All Applicable taxes are extra. **If the Bidder does not wish to submit a bid for a certain region, the Bidder is to leave the Region's tables blank.**

WESTERN REGION

WESTERN REGION - T5J 4C3			
TABLE A – INITIAL CONTRACT PERIOD From contract award - to October 31st 2022			
Category	(A) Estimated volumes (Unit: Page)	(B) Firm All Inclusive Rate per page	(C) Subtotal for Table A (C) = (A)x(B)
WR1 - Digitization services:			
Section 5.1 to 5.5 of the SOW - Preparation - Digitization - Indexing - Quality control - Quality Assurance	1,080,000.00	To be provided by Bidder	To be provided by Bidder
Category	(A) Estimated volumes (Unit: Box)	(B) Firm All Inclusive Rate per Box	(C) Subtotal for Table A (C) = (A)x(B)
WR2 - File Transportation			
Section 5.6 of SOW - Secure Transportation	288	To be provided by Bidder	To be provided by Bidder
WR3 - File Storage			
Section 5.7 of SOW - Secure Storage	288	To be provided by Bidder	To be provided by Bidder
WR4 - File Destruction			
Section 5.8 of SOW - Secure Destruction	288	To be provided by Bidder	To be provided by Bidder
TOTAL for TABLE A - Initial Contract Period (Sum of column (C)=WR1 + WR2 + WR3+ WR4))			To be provided by Bidder

WESTERN REGION - T5J 4C3

TABLE B – Optional period
November 1st 2022 to October 31st 2023

Category	(A) Estimated volumes (Unit: Page)	(B) Firm All Inclusive Rate per page	(C) Subtotal for Table A (C) = (A)x(B)
WR5 - Digitization services:			
Section 5.1 to 5.5 of the SOW - Preparation - Digitization - Indexing - Quality control - Quality Assurance	1,080,000.00	To be provided by Bidder	To be provided by Bidder
Category	(A) Estimated volumes (Unit: Box)	(B) Firm All Inclusive Rate per Box	(C) Subtotal for Table A (C) = (A)x(B)
WR6 - File Transportation			
Section 5.6 of SOW - Secure Transportation	288	To be provided by Bidder	To be provided by Bidder
WR7 - File Storage			
Section 5.7 of SOW - Secure Storage	288	To be provided by Bidder	To be provided by Bidder
WR8 - File Destruction			
Section 5.8 of SOW - Secure Destruction	288	To be provided by Bidder	To be provided by Bidder
TOTAL for TABLE B - Option Period (Sum of column (C)=WR5 + WR6 + WR7+ WR8))			To be provided by Bidder

CENTRAL REGION

CENTRAL REGION - L4Z 1H8			
TABLE C – INITIAL CONTRACT PERIOD From contract award - to October 31 st 2022			
Category	(A) Estimated volumes (Unit: Page)	(B) Firm All Inclusive Rate per page	(C) Subtotal for Table A (C) = (A)x(B)
CR1 - Digitization services:			
Section 5.1 to 5.5 of the SOW - Preparation - Digitization - Indexing - Quality control - Quality Assurance	3,600,000.00	To be provided by Bidder	To be provided by Bidder
Category	(A) Estimated volumes (Unit: Box)	(B) Firm All Inclusive Rate per Box	(C) Subtotal for Table A (C) = (A)x(B)
CR2 - File Transportation			
Section 5.6 of SOW - Secure Transportation	960	To be provided by Bidder	To be provided by Bidder
CR3 - File Storage			
Section 5.7 of SOW - Secure Storage	960	To be provided by Bidder	To be provided by Bidder
CR4 - File Destruction			
Section 5.8 of SOW - Secure Destruction	960	To be provided by Bidder	To be provided by Bidder
TOTAL for TABLE C - Initial Contract Period (Sum of column (C)=CR1 + CR2 + CR3+ CR4))			To be provided by Bidder

CENTRAL REGION - L4Z 1H8

TABLE D – Optional period November 1 st 2022 to October 31 st 2023			
Category	(A) Estimated volumes (Unit: Page)	(B) Firm All Inclusive Rate per page	(C) Subtotal for Table A (C) = (A)x(B)
CR5 - Digitization services:			
Section 5.1 to 5.5 of the SOW - Preparation - Digitization - Indexing - Quality control - Quality Assurance	3,600,000.00	To be provided by Bidder	To be provided by Bidder
Category	(A) Estimated volumes (Unit: Box)	(B) Firm All Inclusive Rate per Box	(C) Subtotal for Table A (C) = (A)x(B)
CR6 - File Transportation			
Section 5.6 of SOW - Secure Transportation	960	To be provided by Bidder	To be provided by Bidder
CR7 - File Storage			
Section 5.7 of SOW - Secure Storage	960	To be provided by Bidder	To be provided by Bidder
CR8 - File Destruction			
Section 5.8 of SOW - Secure Destruction	960	To be provided by Bidder	To be provided by Bidder
TOTAL for TABLE D - Option Period (Sum of column (C)=CR5 + CR6 + CR7+ CR8))			To be provided by Bidder

EASTERN REGION

EASTERN REGION - B1P 5Z2			
TABLE E – INITIAL CONTRACT PERIOD From contract award - to October 31 st 2022			
Category	(A) Estimated volumes (Unit: Page)	(B) Firm All Inclusive Rate per page	(C) Subtotal for Table A (C) = (A)x(B)
ER1 - Digitization services:			
Section 5.1 to 5.5 of the SOW - Preparation - Digitization - Indexing - Quality control - Quality Assurance	2,520,000.00	To be provided by Bidder	To be provided by Bidder
Category	(A) Estimated volumes (Unit: Box)	(B) Firm All Inclusive Rate per Box	(C) Subtotal for Table A (C) = (A)x(B)
ER2 - File Transportation			
Section 5.6 of SOW - Secure Transportation	672	To be provided by Bidder	To be provided by Bidder
ER3 - File Storage			
Section 5.7 of SOW - Secure Storage	672	To be provided by Bidder	To be provided by Bidder
ER4 - File Destruction			
Section 5.8 of SOW - Secure Destruction	672	To be provided by Bidder	To be provided by Bidder
TOTAL for TABLE E - Initial Contract Period (Sum of column (C)=ER1 + ER2 + ER3+ ER4))			To be provided by Bidder

EASTERN REGION - B1P 5Z2

TABLE F – Optional period November 1 st 2022 to October 31 st 2023			
Category	(A) Estimated volumes (Unit: Page)	(B) Firm All Inclusive Rate per page	(C) Subtotal for Table A (C) = (A)x(B)
ER5 - Digitization services:			
Section 5.1 to 5.5 of the SOW - Preparation - Digitization - Indexing - Quality control - Quality Assurance	2,520,000.00	To be provided by Bidder	To be provided by Bidder
Category	(A) Estimated volumes (Unit: Box)	(B) Firm All Inclusive Rate per Box	(C) Subtotal for Table A (C) = (A)x(B)
ER6 - File Transportation			
Section 5.6 of SOW - Secure Transportation	672	To be provided by Bidder	To be provided by Bidder
ER7 - File Storage			
Section 5.7 of SOW - Secure Storage	672	To be provided by Bidder	To be provided by Bidder
ER8 - File Destruction			
Section 5.8 of SOW - Secure Destruction	672	To be provided by Bidder	To be provided by Bidder
TOTAL for TABLE F - Option Period (Sum of column (C)=ER5 + ER6 + ER7+ ER8))			To be provided by Bidder

TOTAL EVALUATED PRICE Tables:

WESTERN

TABLE A: Western – TOTAL (excluding taxes)	To be provided by Bidder
TABLE B: Western – TOTAL (excluding taxes)	To be provided by Bidder
TOTAL EVALUATED PRICE = SUM OF TABLE A + TABLE B (excluding taxes)	To be provided by Bidder

CENTRAL

TABLE C: Central – TOTAL (excluding taxes)	To be provided by Bidder
TABLE D: Central – TOTAL (excluding taxes)	To be provided by Bidder
TOTAL EVALUATED PRICE = SUM OF TABLE C + TABLE D (excluding taxes)	To be provided by Bidder

EASTERN

TABLE E: Eastern – TOTAL (excluding taxes)	To be provided by Bidder
TABLE F: Eastern – TOTAL (excluding taxes)	To be provided by Bidder
TOTAL EVALUATED PRICE = SUM OF TABLE E + TABLE F (excluding taxes)	To be provided by Bidder

ANNEX "F", SECURITY REQUIREMENTS CHECKLIST (SRCL)

COMMON-PS-SRCL#10



Contract Number / Numéro du contrat 153620
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	IRCC	
2. Branch or Directorate / Direction générale ou Direction	Digital Strategy Branch, Information Management	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide Immigration, Refugees and Citizenship Canada (IRCC) with services to support departmental digitization projects. Task-Authorization (TA) based contracts for Digitization Services will provide IRCC with the flexibility of an "as and when requested" basis for delivery of services within three (3) identified regions for the period of one year (from contract award) with an option for one additional year.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
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:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité UNCLASSIFIED
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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 Yes
 Non Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité : _____

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
 Non Oui
 Short Title(s) of material / Titre(s) abrégé(s) du matériel : _____
 Document Number / Numéro du document : _____

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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UNCLASSIFIED

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

No
Non

Yes
Oui

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

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

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

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

No
Non

Yes
Oui

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

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

ANNEX "G", VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
 Privately owned corporation
 Joint Venture or Corporate entity
 Other (specify):
-

GST or HST Registration Number and Business Number (Revenue Canada)\

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.

ANNEX “H”, TASK AUTHORIZATION FORM

TASK AUTHORIZATION REQUEST		
1.0 Administrative Information:		
Contractor :		
Contract Number:	Task Authorization No.	Date:
PO Number:		
2.0 Description of Work to be performed:		
Background:		
General Purpose and Scope:		
Tasks and Responsibilities:		
Deliverables:		
3.0 Period of services	From:	To:
4.0 Work location		
5.0 Travel requirements	N/A	
6.0 Required Security Clearance	<input type="checkbox"/> Reliability <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input type="checkbox"/> Not Applicable	
7.0 Gov’t furnished equipment/material	N/A	
8.0 Authorities		
CIC Project Authority	CIC Contracting Authority	

9.0 Task Authorization Basis of Payment			
Category	Fixed All-inclusive Rate	Estimated Volume	Total Price (\$)
		Subtotal - Labour	
		Travel Costs	
		Other Costs	
		Subtotal - All	
		Applicable Taxes	
		TOTAL	
Check applicable of basis of payment (select one basis only)			
Limitation of Expenditure			
Check applicable of method of payment (select one basis only)			
Monthly			
TASK AUTHORIZATION APPROVALS			
10.0 CIC Contracting Authority - Concurrence to Proceed with TA:			
Signature:		Date:	
11.0 CIC Project Authority - Contractor's TA Proposal is Accepted:			
Signature:		Date:	
12.0 Contractor - Concurrence with Expenditure:			
Signature :		Date:	
You are requested to sell to Canada, in accordance with the terms and conditions included in the CIC Contract no.XXXX and the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein for this Task Authorization at the price set out thereof.			

DELIVERABLE ACCEPTANCE	
Department Name: _____	
Task Authorization Number: _____	
Contract Authority: _____	
Date Submitted: [YYYY-MM-DD]	
DESCRIPTION OF DELIVERABLE(S)	
[Describe the deliverables accepted]	
Name of the individual who accepted the deliverable: _____	
Title of the individual who accepted the deliverable: _____	
Date accepted: [YYYY-MM-DD]	
Signature of the individual who accepted the deliverable: _____	
Comments:	