



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/  
See herein

NA

Québec

NA

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Services for professional actors Request for proposal -Services for professional actors	
<b>Solicitation No. - N° de l'invitation</b> 47419-227639/A	<b>Date</b> 2021-10-08
<b>Client Reference No. - N° de référence du client</b> 47419-227639	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTB-309-16290	
<b>File No. - N° de dossier</b> MTB-1-44037 (309)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-11-05</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Paradis, Mary	<b>Buyer Id - Id de l'acheteur</b> mtb309
<b>Telephone No. - N° de téléphone</b> (514) 702-8173 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AGENCE DES SERVICES FRONTALIERS DU CANADA 475 Ch de la Grande-Ligne Ressources Humaines Rigaud Québec J0P 1P0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

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File No. - N° du dossier  
MTB1-44037

Buyer ID - Id de l'acheteur  
MTB309  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: 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.

The Annexes include:

- Annex A -Statement of Work
- Annex A1- Examples of schedules – Primary and secondary
- Annex B -Basis of Payment
- Annex C-Security Requirements Check List
- Annex D- Part 3 of the bid solicitation - Electronic Payment Instruments
- Annex E-Federal Contractors Program for Employment Equity – Certification
- Annex F-Task Authorization Form
- Annex F1-Task Authorization Form – List of Professional Actors
- Annex G- Non disclosure Agreement
- Annex H- Mandatory Technical Evaluation Criteria

### **1.2 Summary**

- 1.2.1 The Canada Border Services Agency (CBSA) offers a training program for new Border Services Officers (BSO) and employees at the main campus in Rigaud, Quebec. In order to assess the future BSOs, CBSA may require the services of up to 45 actors to take part in simulations, in one day.

The Task Authorisation contract, will have a firm period from January 01, 2022 to December 31, 2022. and 4 option years of one year each to be exercised (from January 01, 2023 until December 31, 2026), as needed.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2.3 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#)

The requirement is subject to a preference for Canadian services.

- 1.2.4 This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- 1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.6 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [2003](#) 2020-05-28 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

## 2.2 Submission of Bids

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

### 2.2.1 Epost Connect

Bidders choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

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

Note: **Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/active>), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect \(https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect \)](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect)

### 2.2.2 Facsimile

Facsimile number: 418-566-6168.

2.2.3 Bids transmitted by hardcopy to PWGSC will not be accepted.

## 2.3 Former Public Servant – Competitive Bid

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 Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

#### **2.4 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

### **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**

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".  
The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Exchange Rate Fluctuation

C3011T 2013-11-06, Exchange Rate Fluctuation

### **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

The mandatory technical criteria are included at Annex H

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) 2014-06-26, Evaluation of Price-Bid

##### 4.1.2.2 Financial Evaluation method

The financial evaluation method is included in Annex B- Basis of payment

#### 4.2 Basis of Selection

##### 4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) 2010-08-16, Basis of Selection – Mandatory Technical Criteria

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

#### 5.1 Certifications 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled 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.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC Manual clause [A3050T](#) 2020-07-01 Canadian Content Definition

#### 5.2.3.2 Rate or Price Certification

5.2.3.2.1 SACC Manual clause [C0002T](#), 2010-01-11 Price certification – Canadian-based Suppliers (other than agency and resale outlets)

### 5.2.3.3 Education and Experience

5.2.3.3.1 *SACC Manual* clause [A3010T](#) 2010-08-16 Education and Experience

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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 sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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 (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

*SACC Manual* clause [A9033T](#) 2012-07-16 Financial Capability

### 6.3 Controlled Goods Requirement

*SACC Manual* clause [A9130T](#) 2019-11-28 Controlled Goods Program

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work – Contract

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

#### 7.1.1 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.

### 7.1.1.1 Task Authorization Process

#### Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form" in Annex F.
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 and methods of payment as specified in the Contract.
3. The Contractor must provide the Project 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 *Project Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's

### 7.1.1.2 Task Authorization Limit

The Project Authority *may* authorize individual task authorizations up to a limit of **\$ 230,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority before issuance.

### 7.1.1.3 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% of the maximum Contract value.
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.

#### 7.1.1.4 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: January 1 to March 31;

2nd quarter: April 1 to June 30;

3rd quarter: July 1 to September 30; and

4th quarter: October 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 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, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

##### For all authorized tasks:

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

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### 7.3 Security Requirements

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:** Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common-professional services security requirement check list #6

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), 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 sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC.
3. The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction.
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:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
  - b. Contract Security Manual (latest edition)

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ inclusive.

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" – Statement of work, of the Contract.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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Name: Mary Paradis  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Quebec region  
Telephone: 514-702-8173  
E-mail address: [mary.paradis@pwgsc.gc.ca](mailto:mary.paradis@pwgsc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: (*To be disclosed at award stage*)

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

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

### 7.5.3 Contractor's Representative (*To be disclosed at the award stage*)

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

### 7.7 Payment

### **7.7.1 Basis of Payment**

#### **Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### **7.7.2 Limitation of Expenditure - Cumulative Total 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 \$ \_\_\_\_\_ (To be completed at the award stage). 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.

### **7.7.3 SACC Manual clause H1008C 2008-05-12 Monthly Payment**

### **7.7.4 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.7.5 Discretionary Audit**

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

### **7.7.6 Time Verification**

SACC Manual clause [C0711C](#). 2008-05-12 Time Verification

## **7.8 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 time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

### **7.9.2 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.

## 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*The name of the province or territory as specified by the Bidder in its bid will be inserted here, if applicable*).

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2035**, 2020-05-28, General conditions –High Complexity –Services ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex E, Federal Contractors Program for Employment Equity – Certification;
- (g) Annex F, Task Authorization Form;
- (h) Annex G, Non-disclosure agreement;
- (i) the signed Task Authorizations (including all of its annexes, if any) ;
- (j) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_, as amended on \_\_\_\_\_..

## 7.12 Foreign Nationals (Canadian Contractor)

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

## 7.13 Insurance

SACC Manual clause [G1005C](#) 2016-01-28 Insurance - No Specific Requirement

## 7.14 Controlled Goods Program

SACC Manual clause [A9131C](#) 2020-11-19, Controlled Goods Program

## 7.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

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- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **ANNEX "A"**

### **STATEMENT OF WORK**

The Statement of Work (Annex A) appended to the bid solicitation package is to be inserted at this point and forms part of this document

### **ANNEX A1- Examples of schedules – Primary and secondary**

Annexe 1A – Examples of schedules –Primary and Secondary appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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**ANNEX "B"**

**BASIS OF PAYMENT**

The Basis of Payment (Annex B) appended to the bid solicitation package is to be inserted at this point and forms part of this document

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

The Security Requirements Check List (Annex C) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
  - A2. The Bidder certifies being a public sector employer.
  - A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
  - A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
  - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
    - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

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**ANNEX "F"**

**TASK AUTHORIZATION FORM**

The Task Authorization form (Annex F) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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**ANNEX "F-1"**

**TASK AUTHORIZATION FORM - LIST OF PROFESSIONAL ACTORS**

The Task Authorization form- List of professional actors (Annex F-1) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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## **ANNEX 'G'**

### **NON DISCLOSURE AGREEMENT**

The Non-disclosure Agreement (Annex G) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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**ANNEX 'H'**

**MANDATORY TECHNICAL EVALUATION CRITERIA**

The Mandatory Technical Evaluation criteria (Annex H) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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## ANNEX A STATEMENT OF WORK

### 1. Context

The Canada Border Services Agency (CBSA) offers a training program for new border services officers (BSOs) and employees at the Main Campus of CBSA College in Rigaud, Quebec. Simulations could take place in the Montreal area and surrounding areas, should it not be possible to secure space at the main campus of CBSA College in Rigaud, Quebec. In order to assess the skills of future and actual BSOs, the Agency may need a maximum of 45 actors to participate in simulations on the same day.

### 2. Tasks

Actors must play the role of a traveler, both at the land border and at an airport border. This role involves different scenarios, in that the traveler can come for examination in front of a participant with different documents or while walking with a suitcase. Also, the actor may have to stand in front of the participant while driving a vehicle, which involves work that can take place outside, throughout the year (during all four seasons).

The actors must be able to read and understand the French and English versions of various documents in connection with the many scenarios and role plays (up to 20 per day).

The actors interact with the participants having received a scenario previously established. Actors may have to improvise and face unusual oral interaction situations from one simulation to the next, depending on the reactions of the participants, while respecting the context of the scenario. The actors must be able to demonstrate verbal cues and non-verbal indicators, depending on the context of the practical simulation: smuggling drugs at the border, not disclosing the real reason for the purpose of the trip, etc.

Actors must be able to play the role of a traveler in both official languages (English and French). Actors must be able to explain as per their script their actions and words and describe the measures that have been taken, give precise answers to participants.

Actors will be called upon to play multiple roles during the same day (1 to 4), which implies knowledge of several scenarios involving the use of several documents and props.

### 3. Security requirement

The contractor must first go through a security check, obtain a reliability clearance and access clearance for each person who will act as an actor under the contract.

At the beginning of the day, actors must go to the designated security counter at the Main Campus, Rigaud in order to obtain their ID card. Actors must wear their ID card at all times on campus and return it to Security Desk at the end of the day. The cafeteria is the only area that actors have access to for their breaks and meals. All contractor's employees must abide by the rules of the Main Campus, Rigaud.

The CBSA will hold a meeting with the contractor regarding the work schedule and rules for the Main Campus, Rigaud. The contractor will then have to explain to the actors all the rules of the campus.

### 4. Working hours

The usual working days are Monday to Friday including statutory holidays and occasionally Saturday and Sunday. The schedule in DRAFT format will be provided at least four weeks prior to the first day of simulations for each session.

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The CBSA will explain the schedule and sessions to the Contractor's representative at the first meeting to be held upon contract award.

The final schedule may be changed with at least 24 hours' notice to meet changing program requirements. Therefore, the number of days of simulations may be less or more. In the event of an unforeseen event, such as the triggering of the fire alarm or the absence of an actor who is ill, the CBSA reserves the right to cancel the simulations or increase their duration, in particular the days of evaluations.

All actors will be required to sign a timesheet at the start and end of each working day.

Working hours will be planned according to the established schedule. The working hours considered during the day are between 7 a.m. and 7 p.m. and in the evening between 7 p.m. and 7 a.m. Daytime and evening hours will include one (1) unpaid half hour (30mins) lunch or dinner break. Actors can start their day during regular daytime hours and end their day during evening shift hours. (See examples of schedules in Appendix A-1).

The billing must reflect the number of hours for each shift.

## **5. Work environment**

Actors can work in different environments such as outdoors (driving a vehicle from one building to another), indoors (simulation rooms, hangar, workshop rooms, etc.) and with detector dogs. As some activities take place outdoors, actors must take the temperature into account and dress accordingly (snowstorm, rain, etc.). The CBSA College will provide all necessary accessories for the simulations. The actors will be dressed in their own clothes and no examination will be made of the actor's personal clothes. For the purposes of the simulations, the way the actor is dressed is not taken into consideration during the simulations.

## **6. Presence**

Actors must be trustworthy when it comes to attendance at work and demonstrate professionalism.

It is important that the actors present themselves at the location of the scenario fifteen to thirty minutes before the start of the activity. The arrival time will be specified on each Task Authorization. The CBSA will not accept any delay, absence or early departure from actors. If the contractor does not provide the services, as defined by the CBSA within the prescribed time frame or does not meet the requirements at the time of their provision, the CBSA may withhold an amount equivalent to the hourly rate (per actor) for each contract time that is not met, in order to cover the replacement costs incurred. The contractor will then be immediately informed of the amount of the penalty which will be deducted from the amount invoiced for that same period. In the case of a credit balance, the amount of the penalty will be carried over and deducted from the next period.

## **7. Replacement**

In the event of absence or unforeseen circumstances, the contractor must be able to replace an actor within one hour maximum. A manager must remain on site for the duration of the simulations to ensure the smooth running of the contract at all times.

## **8. Scope of a search**

A search will never be carried out on the actors, in their clothes or their personal effects. In certain scenarios, actors may have to be handcuffed (in a cooperative manner) \*. The use of detector dogs could also occur.  
\* The scenarios in which an actor is handcuffed or detector dogs are used will be specified in the actor request schedule.

## 9. Constraints

Actors participating in officially assessed scenarios must have already taken part in practical scenarios before being selected for evaluation activities (practical scenarios normally take place two or three weeks preceding evaluation, on three or six different dates).

A professional distance between actors and participants must be maintained at all times. The actors will have no contact with recruits or CBSA employees outside of the context of the scenarios.

For training purposes, the actors may be filmed during certain simulations. These videos will be viewed only by the instructors and participants.

**Estimated hours are subject to changes due to the operational and organizational needs of the Agency.**

## 10. CBSA support to the contractor

The CBSA will provide all simulation equipment, including vehicles. The CBSA also reserves the right to request to see the actor's driver's license.

At the end of the work day, the instructor should complete a feedback document for each actor they have worked with during the day.

The feedback sheet will be given to the person in charge of this file at the Main Campus, Rigaud. An official meeting to communicate the results is organized at least once a year with the person in charge of the actors, but feedback sessions can also be scheduled at any time. (For more information, please refer to point 6. Attendance.)

If necessary, the CBSA instructor can provide feedback to the actor or supervisor after a scenario or towards the end of the work day. The supervisor must take the necessary measures to ensure that the contract resumes as required.

In the event that an actor receives multiple negative feedbacks that do not meet the requirements of the contract, the CBSA reserves the right to ask the contractor to no longer schedule that actor.

When awarding the contract and if necessary, the contractor will attend an information session given by representatives of the training program during which they will be presented with the different aspects of a scenario, such as:

- i) the processing of travelers (in the primary and secondary sectors as well as at the counter);
- ii) practical application;
- iii) examination of baggage and / or documents;
- iv) arrests (handcuffs may be used);
- v) detector dogs.

## 11. Expected results

The contractor must ensure that a resource person (supervisor / coordinator) is on site throughout the working day. This person is designated to manage all situations that may arise during a day that are beyond CBSA's control (e.g. schedule, absences due to illness, substitutes, attendance, efficiency, integrity).

Example : Schedule: Actors Needs Wave C-Primary / L'horaire des acteurs: Besoins d'acteurs  
Vague C- Primaire

Needs: Actors requirements/ Besoins d'acteurs

15C - C337/234 English	HEURES PAR ACTEURS Hours per actors						-heures/Jour Hours/Day	LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors
	08	00	16	:	30	8,5					
September 30, 2020	08	00	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #1	4	4
September 30, 2020	08	00	16	:	45	8,75	8,75	Counter #1	Counter #1	0	1
October 1, 2020	08	00	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #2	4	4
October 1, 2020	09	30	14	:	15	4,75	9,5		Air #1	0	2
October 5, 2020	08	00	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #3	4	4
October 5, 2020	08	00	15	:	00	7	14	CMF	Air #2	0	2
October 6, 2020	08	00	12	:	30	4,5	18	CMF	Counter #2	0	4
October 8, 2020	08	00	16	:	30	8,5	34	Port&CMF(Counter)	#1 Simulation Exam	3	4
15C - C235 & C338 English	HEURES PAR ACTEURS Hours per actors						-heures/Jour Hours/Day	LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors
08	00	16	:	30	8,5						
October 1, 2020	08	00	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #1	4	4
October 1, 2020	08	00	16	:	45	8,75	8,75	Counter #1	Counter #1	0	1
October 2, 2020	08	00	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #2	4	4
October 2, 2020	09	30	14	:	15	4,75	9,5		Air #1	0	2
October 5, 2020	08	00	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #3	4	4
October 5, 2020	08	00	15	:	00	7	14	CMF	Air #2	0	2
September 30, 2020	08	00	12	:	30	4,5	18	CMF	Counter #2	0	4
October 8, 2020	08	00	16	:	30	8,5	34	Port&CMF(Counter)	#1 Simulation Exam	3	4

Example : Schedule: Actors Needs Wave C-Primary / L'horaire des acteurs: Besoins d'acteurs Vague C- Primaire

15C - C236 & 339 English	HEURES PAR ACTEURS						-heures/Jour Hours/Day	LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors		
	:	:	:	:	:	:						Hours per actors	
September 30, 2020	08	:	00	:	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #1	4	4
September 30, 2020	08	:	00	:	16	:	45	8,75	8,75		Counter #1	0	1
October 1, 2020	08	:	00	:	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #2	4	4
October 1, 2020	09	:	30	:	14	:	15	4,75	9,5		Air #1	0	2
October 6, 2020	08	:	00	:	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #3	4	4
October 6, 2020	08	:	00	:	15	:	00	7	14		Air #2	0	2
October 2, 2020	08	:	00	:	12	:	30	4,5	18	CMF	Counter #2	0	4
October 9, 2020	08	:	00	:	16	:	30	8,5	34	Port&CMF(Counter)	#1 Simulation Exam	3	4

15C - C237 & C340 French	HEURES PAR ACTEURS						-heures/Jour Hours/Day	LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors		
	:	:	:	:	:	:						Hours per actors	
October 2, 2020	08	:	00	:	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #1	4	4
October 2, 2020	08	:	00	:	16	:	45	8,75	8,75		Counter #1	0	1
September 30, 2020	08	:	00	:	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #2	4	4
September 30, 2020	09	:	30	:	14	:	15	4,75	9,5		Air #1	0	2
October 6, 2020	08	:	00	:	16	:	30	8,5	34	Port and C-213	Practical PIL Simulation #3	4	4
October 6, 2020	08	:	00	:	15	:	00	7	14		Air #2	0	2
October 1, 2020	08	:	00	:	12	:	30	4,5	18	CMF	Counter #2	0	4
October 9, 2020	08	:	00	:	16	:	30	8,5	34	Port&CMF(Counter)	#1 Simulation Exam	3	4

15C - C337/234/338/235 English	HEURES PAR ACTEURS				-heures/Jour Hours/Day	LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors
	Hours per actors	Hours per actors	Hours per actors	Hours per actors					
October 29, 2020	10	: 45	14	: 45	4	12	Classroom	Interview techniques Day 1	3
October 30, 2020	12	: 45	14	: 45	4	12	Classroom	Interview techniques Day 2	3
15C - C339/236/340/237 Bilingual	HEURES PAR ACTEURS				-heures/Jour Hours/Day	LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors
Hours per actors	Hours per actors	Hours per actors	Hours per actors						
October 26, 2020	10	: 45	14	: 45	4	12	Classroom	Interview techniques Day 1	3
October 27, 2020	12	: 45	14	: 45	4	12	Classroom	Interview techniques Day 2	3

Example : Schedule: Actors Needs Wave C-Secondary/ L'horaire des acteurs: Besoins d'acteurs  
Vague C- Secondaire

Needs: Actors requirements/ Besoins d'acteurs

15C - C337/234 English	HEURES PAR ACTEURS						LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors
	Hours per actors	Hours/Day	Hours/Day	Hours/Day	Hours/Day	Hours/Day				
November 4, 2020	07 : 45 : 16 : 00 : 8,25	16,5	CMF	Customs Practical Simulation #4	4	2				
November 6, 2020	07 : 45 : 16 : 00 : 8,25	33	CMF	Immigration Practical Counter #4	0	4				
November 9, 2020	07 : 45 : 16 : 00 : 8,25	33	CMF	Customs Practical Simulation #5	4	4				
November 12, 2020	07 : 45 : 16 : 00 : 8,25	16,5	CMF	Immigration Practical Counter #5	0	2				
	07 : 45 : 16 : 00 : 8,25	33	CMF	Customs Practical Simulation #6	4	4				
	07 : 45 : 16 : 00 : 8,25	16,5	CMF	Immigration Practical Counter #6	0	2				
	07 : 45 : 19 : 00 : 11,25	33,75	CMF	Secondary Simulation Exam	3	3				
15C - C235 & C338 English	HEURES PAR ACTEURS						LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors
Hours per actors	Hours/Day	Hours/Day	Hours/Day	Hours/Day	Hours/Day					
November 5, 2020	07 : 45 : 16 : 00 : 8,25	16,5	CMF	Customs Practical Simulation #4	4	2				
November 6, 2020	07 : 45 : 16 : 00 : 8,25	33	CMF	Immigration Practical Counter #4	0	4				
November 9, 2020	07 : 45 : 16 : 00 : 8,25	33	CMF	Customs Practical Simulation #5	4	4				
November 12, 2020	07 : 45 : 16 : 00 : 8,25	16,5	CMF	Immigration Practical Counter #5	0	2				
	07 : 45 : 16 : 00 : 8,25	33	CMF	Customs Practical Simulation #6	4	4				
	07 : 45 : 16 : 00 : 8,25	16,5	CMF	Immigration Practical Counter #6	0	2				
	07 : 45 : 19 : 00 : 11,25	33,75	CMF	Secondary Simulation Exam	3	3				

15C - C236 & 339 English	HEURES PAR ACTEURS										LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors	
	Hours per actors														
November 4, 2020	07	:	45	:	16	:	00	:	8,25	:	16,5	CMF	Customs Practical Simulation #4	4	2
	07	:	45	:	16	:	00	:	8,25	:	33		Immigration Practical Counter #4	0	4
November 5, 2020	07	:	45	:	16	:	00	:	8,25	:	33	CMF	Customs Practical Simulation #5	4	4
	07	:	45	:	16	:	00	:	8,25	:	16,5		Immigration Practical Counter #5	0	2
November 9, 2020	07	:	45	:	16	:	00	:	8,25	:	33	CMF	Customs Practical Simulation #6	4	4
	07	:	45	:	16	:	00	:	8,25	:	16,5		Immigration Practical Counter #6	0	2
November 13, 2020	07	:	45	:	19	:	00	:	11,25	:	33,75	CMF	Secondary Simulation Exam	3	3

15C - C237 & C340 French	HEURES PAR ACTEURS										LIEUX Place	BUT Purpose	N° VOITURES N° Cars	Acteurs/Actors	
	Hours per actors														
November 4, 2020	07	:	45	:	16	:	00	:	8,25	:	16,5	CMF	Customs Practical Simulation #4	4	2
	07	:	45	:	16	:	00	:	8,25	:	33		Immigration Practical Counter #4	0	4
November 5, 2020	07	:	45	:	16	:	00	:	8,25	:	33	CMF	Customs Practical Simulation #5	4	4
	07	:	45	:	16	:	00	:	8,25	:	16,5		Immigration Practical Counter #5	0	2
November 6, 2020	07	:	45	:	16	:	00	:	8,25	:	33	CMF	Customs Practical Simulation #6	4	4
	07	:	45	:	16	:	00	:	8,25	:	16,5		Immigration Practical Counter #6	0	2
November 13, 2020	07	:	45	:	19	:	00	:	11,25	:	33,75	CMF	Secondary Simulation Exam	3	3

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**ANNEX B**

**BASIS OF PAYMENT**

**FINANCIAL EVALUATION (FEE SCHEDULE)**

**1.1 Financial Proposal**

The proposal must set out "Firm All-Inclusive Hourly Rates", Applicable taxes excluded.

**1.2 Instructions**

The bidder must complete this fee schedule for each of the periods indicated below and for each category of resource identified.

**1.3 Financial Evaluation (details)**

**1.3.1 Contract Period**

**Contract Period: January 1, 2022 to December 31, 2022**

	(A)	(B)	(C)
Resource Category	Estimated level of effort (# hours/year)	Firm Hourly Rate	Total estimated cost
Actors - Day	10 020 hours/year	\$	\$
Actors - Night	500 hours/year	\$	\$
<b>Total estimated cost 2022: \$</b>			

**Note: Estimated hours are subject to change due to the operational and organizational need of the Agency.**

Solicitation No. - N° de l'invitation  
47419-227639/A  
Client Ref. No. - N° de réf. du client  
47419-227639

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTB 1-44037

Buyer ID - Id de l'acheteur  
MTB309  
CCC No./N° CCC - FMS No./N° VME

### 1.3.2 Optional Periods

#### Optional Period: January 1, 2023 to December 31, 2023

	(A)	(B)	(C)
Resource Category	Estimated level of effort (# hours/year)	Firm Hourly Rate	Total estimated cost
Actors - Day	10 020 hours/year	\$	\$
Actors - Night	500 hours/year	\$	\$
<b>Total estimated cost 2023 : \$</b>			

Note: Estimated hours are subject to change due to the operational and organizational need of the Agency.

#### Optional Period from January 1, 2024 to December 31, 2024

	(A)	(B)	(C)
Resource Category	Estimated level of effort (# hours/year)	Firm Hourly Rate	Total estimated cost
Actors - Day	12 420 hours/year	\$	\$
Actors - Night	600 hours/year	\$	\$
<b>Total estimated cost 2024: \$</b>			

Note: Estimated hours are subject to change due to the operational and organizational need of the Agency.

#### Optional Period from January 1, 2025 to December 31, 2025

	(A)	(B)	(C)
Resource Category	Estimated level of effort (# hours/year)	Firm Hourly Rate	Total estimated cost
Actors - Day	12 420 hours/year	\$	\$
Actors - Night	600 hours/year	\$	\$
<b>Total estimated cost 2025: \$</b>			

Note: Estimated hours are subject to change due to the operational and organizational need of the Agency.

**Optional Period from January 1, 2026 to December 31, 2026**

	(A)	(B)	(C)
Resource Category	Estimated level of effort (# hours/year)	Firm Hourly Rate	Total estimated cost
Actors - Day	12 420 hours/year	\$	\$
Actors - Night	600 hours/year	\$	\$
<b>Total estimated cost 2026: \$</b>			

**Note:** Estimated hours are subject to change due to the operational and organizational need of the Agency.

**1.4 CALCULATION OF ESTIMATED TOTAL COST – SUMMARY:**

1. Contract Period <b>2022</b> (A x B = C)	\$
2. Contract Period <b>2023</b> (A x B = C)	\$
3. Option Period <b>2024</b> (A x B = C)	\$
4. Option Period <b>2025</b> (A x B = C)	\$
5. Option Period <b>2026</b> (A x B = C)	\$
<b>Grand total of the estimated cost:</b>	\$



Contract Number / Numéro du contrat

1000357639

 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		2. Branch or Directorate / Direction générale ou Direction HRB
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 Acteurs professionnels pour simulations avec recrues et employés de l'ASFC		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC 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"/>



Contract Number / Numéro du contrat

1000357639

 Security Classification / Classification de sécurité  
 UNCLASSIFIED
**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

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

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat 1000357639
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

**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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

**ANNEX F  
TASK AUTHORIZATION FORM  
PROFESSIONAL ACTORS**

<b>PWGSC contract no.: 47419-227639</b>	<b>Task no.:</b>			
<b>Contract serial no.:</b>	<b>Modification no.:</b>			
<b>Requisition no.:</b>	<b>Financial code:</b>			
<b>1. Description of the work required</b> <b>Actor's schedule:                    attached: ( )                    as indicated below: ( )</b>  <b>Other conditions/restrictions: attached: ( )                    as indicated below: ( )</b> <p>The schedule for the next simulations is attached. All schedule changes will be confirmed at least two (2) weeks before the simulations start.</p> <p>Please note that the final schedule may be modified with at least 24 hours' notice to meet program requirements, which are constantly changing. As a result, there may be fewer or more simulation days.</p> <p>The supplier must comply with the directives and standards of public health with regard to Covid-19 in order to limit the risks associated with the spread of the virus. Examples: Wear a face covering, apply health measures such as hand washing, respiratory etiquette, the disinfection of frequently affected equipment and maintaining a physical distance of a least 2 meters as much as possible. It will be imperative that the employees of the supplier have their own protective equipment to be able to carry out the work on our site. No additional contract costs will be accepted.</p>				
<b>2. Period services required:</b>	From: ___-___-_____ at __ hour __ minutes To:    ___-___-_____ at __ hour __ minutes			
<b>3. Proposal: to be completed by the contractor</b>				
<b>Name of proposed professional actor (Note 1)</b>	<b>Hourly rate Day</b>	<b>Hourly Rate Evening</b>	<b>Estimated number of hours</b>	<b>Estimated cost</b>
1.	\$	\$		\$
2.	\$	\$		\$
3.	\$	\$		\$
4.	\$	\$		\$
5.	\$	\$		\$
<b>Note 1:</b> When the services of more than 5 professional actors are required, please provide the list of proposed professional actors by filling out form F-1-List of professional actors.				
<b>Estimated total cost: \$</b>				
<b>Authorizations:</b>				
_____		_____		
Contractor		Date		
_____		_____		
CBSA project lead		Date		
_____		_____		
PWGSC contracting authority		Date		

**ANNEX F-1  
TASK AUTHORIZATION  
LIST OF PROFESSIONAL ACTORS**

<b>PWGSC contract no.: 4719-227639</b>		<b>Task no.:</b>		
<b>Contract serial no.:</b>		<b>Modification no.:</b>		
<b>Requisition no.:</b>		<b>Financial code:</b>		
<b>Name of proposed professional actor</b>	<b>Hourly rate Day</b>	<b>Hourly rate Evening</b>	<b>Estimated number of hours</b>	<b>Estimated cost</b>
1.	\$	\$		\$
2.	\$	\$		\$
3.	\$	\$		\$
4.	\$	\$		\$
5.	\$	\$		\$
6.	\$	\$		\$
7.	\$	\$		\$
9.	\$	\$		\$
10.	\$	\$		\$
11.	\$	\$		\$
12.	\$	\$		\$
13.	\$	\$		\$
14.	\$	\$		\$
15.	\$	\$		\$
16.	\$	\$		\$
17.	\$	\$		\$
18.	\$	\$		\$
19.	\$	\$		\$
20.	\$	\$		\$
21.	\$	\$		\$
22.	\$	\$		\$
23.	\$	\$		\$
24.	\$	\$		\$
25.	\$	\$		\$
26.	\$	\$		\$
27.	\$	\$		\$
28.	\$	\$		\$
29.	\$	\$		\$

30.	\$	\$		\$
Name of proposed professional actor	Hourly rate Day	Hourly rate Evening	Estimated number of hours	Estimated cost
31.	\$	\$		\$
32.	\$	\$		\$
33.	\$	\$		\$
34.	\$	\$		\$
35.	\$	\$		\$
36.	\$	\$		\$
37.	\$	\$		\$
38.	\$	\$		\$
39.	\$	\$		\$
40.	\$	\$		\$
41.	\$	\$		\$
42.	\$	\$		\$
43.	\$	\$		\$
44.	\$	\$		\$
45.	\$	\$		\$

**ANNEX G**  
**Non-Disclosure Agreement**

**Must be filled by each actor**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No 47022-227639/001/MTB between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: 47419-227639/001/MTB

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## ANNEX H

### MANDATORY TECHNICAL EVALUATION CRITERIA

#### Evaluation Disclaimer

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non compliant) basis. Bidders must demonstrate compliance with all of the following mandatory requirements and must provide the necessary documentation to support a determination of compliance. Bidders that fail to meet any mandatory requirements will be deemed non-compliant and will be given no further consideration.

Using descriptions of projects executed by the proposed resource, the bidder must demonstrate how that resource meets each criteria listed below. The project descriptions must include the following:

- a. Project title
- b. Project description
- c. List of tasks performed by the resource
- d. Start and end date of project (if end date applies) (dates must include the month and year)
- e. Start and end date when the resource actually worked in this capacity on this project (dates must include the month and year)

**\*\* Merely stating experience is not sufficient. If only stating experience, the proposal will be deemed non-compliant. \*\***

**Example:** If the mandatory criteria demand experience in gathering, analyzing and validating findings, it is not sufficient just to state that the resource has experience gathering, analyzing and validating findings. The experience **must** be demonstrated, **and** reference must be made to the specific location in the resume where corroborating information can be found in the manner indicated above.

The proposal's documentation must include detailed **resumes (curricula vitae)** of the proposed candidates as part of the technical offer. Indicate where the requested information relating to the mandatory requirements can be found in your proposal.

All mandatory criteria columns should be filled in by the bidder.

#### 1. Mandatory technical requirements (M)

Item	Description of Criteria	Indicate location of relevant information in the resume
M1	The bidder <b>must</b> have five consecutive years of experience in providing professional actor services.	
M2	The bidder <b>must</b> be able to provide 45 resumes of actors with a minimum of 20 English-speaking actors and 20 French-speaking actors.	

Solicitation No. - N° de l'invitation  
47419-227639/A  
Client Ref. No. - N° de réf. du client  
47419-227639

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTB 1-44037

Buyer ID - Id de l'acheteur  
MTB309  
CCC No./N° CCC - FMS No./N° VME

	<b>The resumes must clearly clearly demonstrate the languages spoken by the actors.</b>	
M3	The actors <b>must</b> have a professional degree in theater/performing arts or two years of experience as actors.  <b>Resumes must clearly demonstrate education and/or professional experience in theater or the performing arts.</b>	