



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale
Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

Angelina Costain

Angelina.Costain@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ.

Solicitation Closes – L'invitation prend fin

At – à : 2:00 PM EDT

On - le : 07 January 2022

Title – Titre One (1) Marketing Professional, Intermediate	Solicitation No. – No de l'invitation W6399-21-LE36/A
Date of Solicitation – Date de l'invitation September 2021	
Address Enquiries to: – Adresser toutes questions à : Angelina.Costain@forces.gc.ca	
Telephone No. – No de telephone 613-990-4939	FAX No. – No de fax By Request Only
Destination See Statement of Work herein.	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required – Livraison exigée See herein.
Vendor Name and Address – Raison sociale et adresse du fournisseur Bidder to insert
Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) Bidder to insert
Name – Nom _____
Title – Titre _____
Signature _____
Date _____



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

The Attachments include:

- a. Pricing Schedule
- b. Bid Evaluation Criteria
- c. SRCL Supplemental Security Guide

The Annexes include:

- a. Statement of Work
- b. Basis of Payment
- c. Security Requirements Check List
- d. Non-Disclosure Agreement
- e. COVID-19 Vaccination Requirement Certification



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1.2 Summary

1.2.1 This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the “Client”) for the provision of Marketing Professional through a competitive posting on the Government Electronic Tendering site. It is intended to result in the award of one (1) contract for one (1) year, plus three (3) one-year irrevocable option(s) allowing Canada to extend the term of the contract(s).

1.2.2 The requirement is subject to the provisions of the following:

- a. Canada-Chile Free Trade Agreement (CCFTA)
- b. Canada-Columbia Free Trade Agreement (CCoIFTA)
- c. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- d. Canada-Honduras Free Trade Agreement (CHFTA)
- e. Canada-Korea Free Trade Agreement (CKFTA)
- f. Canada-Panama Free Trade Agreement (CPanFTA)
- g. Canada-Peru Free Trade Agreement (CPFTA)
- h. Canada-Ukraine Free Trade Agreement (CUFTA)
- i. Canadian Free Trade Agreement (CFTA)
- j. Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- k. World Trade Organization Agreement on Government Procurement (WTO-AGP)

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.

1.4 COVID-19 Vaccination Requirement

SACC Manual Clause A3080T (2021-XX-XXXX), COVID-19 Vaccination Requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- 2.1.1 All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- 2.1.2 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- 2.1.3 The 2003 (2020-05-28), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:
- a) Section 02, Procurement Business Number is deleted in its entirety.
 - b) Subsection 4 of section 05, Submission of bids, is amended as follows:
 - Delete: 60 days
 - Insert: 120 calendar days
 - c) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:
 - d. Send its bid only to the address specified in the bid solicitation.
 - d) The text under Section 06, Late Bids, is deleted in its entirety.
 - e) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:
 - 7. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery system issues resulting in late submission of bids will not be accepted.
 - f) Section 08 (2019-03-04) Transmission by facsimile or epost Connect, is deleted in its entirety.
 - g) The text under section 13, Communications - solicitation period, is deleted in its entirety and replaced with the following:
 - To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.
 - Canada will submit all significant enquiries received and their replies directly to invited Bidders by electronic mail. For further information, consult subsection 3 of the Submission of bids section.



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h) Section 20(2), Further Information is deleted in its entirety.

2.1.4 SACC Manual Clauses

SACC Manual clause A7035T (2007-05-25), List of Proposed Subcontractors

2.2 Electronic Submission of Bids

a) Bids must be submitted only to the Department of National Defence (DND) by the date, time and place indicated on Page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b) Electronic Submissions.

b) Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.

Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile and/or epost Connect will not be accepted.

2.3 Former Public Servant

2.3.1 Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contact 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.

2.3.2 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;



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- 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.

2.3.3 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 FPS in receipt of a pension, as applicable:

- a. name of former public servant; and
- 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](#).

2.3.4 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; and



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- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 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.

2.6 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 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 General Bid Preparation Instructions

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

Section I: Technical Bid: one (1) soft copy via e-mail;

Section II: Financial Bid: one (1) soft copy via email; and

Section III: Certifications and Additional Information: one (1) soft copy via e-mail.

Prices should appear in the financial bid only. No prices should 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 8.5 x 11 inch (216 mm x 279 mm) page size; and
- b. use a numbering system that corresponds to the bid solicitation.

3.2 Section I - Technical Bid

The technical bid consists of the following:

Substantiation of Technical Compliance

The technical bid must substantiate compliance with the specific articles of Attachment 1 to Part 4 – Bid Evaluation Criteria, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s) but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resource complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid – this information can be referenced in the Bidder's response to Attachment 1 to Part 4 – Bid Evaluation Criteria, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

For Proposed Resources

The technical bid must include a résumé for each proposed resource. Each proposed resource will be evaluated independently based on Attachment 1 to Part 4 – Bid Evaluation Criteria. The technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

- a) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work;



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- b) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the time of bid closing;
- c) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and contract period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such documentation must be current, valid and issued by the entity specified in this solicitation. If the entity is not specific, the issuer must be an accredited or otherwise recognized body, institution or entity;
- d) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal cooperative program at a post-secondary institution;
- e) For any requirements that specify a particular time period (e.g., two (2) years) of work experience, Canada will disregard any information about experience of the technical bid that does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated; and
- f) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

3.3 Section II: Financial Bid

- 3.3.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 3.3.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 3.3.3 When preparing their financial bid, Bidders should review clause 4.3, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.7, Payment, of Part 7 of the bid solicitation.
- 3.3.4 **Electronic Payment of Invoices - Bid**



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

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

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

3.3.5 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

3.4 Section III: Certifications and Additional Information

- 3.4.1 Bidders must provide the certifications required under Part 5 and, as applicable, any associated additional information.
- 3.4.2 Bidders must identify any proposed subcontracts in its bid. If subcontracts are identified in its bid, the Bidder must comply with General Conditions 2035 (2021-12-02), Higher Complexity Services Article 06 – Subcontracts.
- 3.4.3 In addition, bidders must provide:
 - 3.4.3.1 their legal name;
 - 3.4.3.2 the name of the contact person (provide also 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 their bid, and any contract that may result from their bid
 - 3.4.3.3 for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information
 - 3.4.3.4 for Part 6, article 6.1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - a. the name of the individual;
 - b. the date of birth of the individual; and
 - c. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses.



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ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

In respect of the "Estimated Number of Days" listed below in (B*) the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates specified below, when quoted by the Bidder, included in this pricing schedule include:

- a. the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>)
- b. Any travel required between the successful bidder's place of business and the NCR
- c. Any relocation of resources required to satisfy the terms of any resulting contract

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Bidders are requested to insert "\$0.00" for any time for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. The Bidder must complete the fixed per diem rate for each year. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.



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One (1) Marketing Professional			
Contractor Name: [bidder to insert Resource's Name]			
Category of Personnel	All Inclusive Fixed Per Diem Rate (Can \$)	Estimated Number of Days	Total Cost
	A	B	A x B
Initial Period of the Contract: 1 year from date of Contract Award			
One Marketing Professional Year 1	\$	250 days	\$
Travel and Living Expenses			\$10,000.00
Subtotal Contract Period (C)			
Option Period 1			
One Marketing Professional	\$	250 days	\$
Travel and Living Expenses			\$10,000.00
Subtotal Option Period 1 (D)			
Option Period 2			
One Marketing Professional	\$	250 days	\$
Travel and Living Expenses			\$10,000.00
Subtotal Option Period 2 (E)			
Option Period 3			
One Marketing Professional	\$	250 days	\$
Travel and Living Expenses			\$10,000.00
Subtotal Option Period 2 (F)			
Total Evaluated Price – Including services for all periods, travel and excluding Applicable Taxes (C+D+E+F)			\$
Applicable Taxes			\$



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

In addition to any other time periods established in the bid solicitation:

Requests for Clarification

If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

Requests for Further Information

If Canada requires additional information in order to do any of the following pursuant to the section titled "Conduct of evaluation" in 2003, Standard Instructions – Goods or Services – Competitive Requirements:

- a) verify any or all information provided by the Bidder in its bid; or
- b) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder.

The Bidder must provide the information requested by Canada within two working days of a request by the Contracting Authority.

4.2 Technical Evaluation

4.2.1 Joint Venture Experience

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

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

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

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of



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these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

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

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

- a. Contracts all signed by A;
- b. Contracts all signed by B; or
- c. Contracts all signed by A and B in joint venture, or
- d. Contracts signed by A and contracts signed by A and B in joint venture, or
- e. Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

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

4.2.2 **Mandatory Technical Criteria**

Each bid will be reviewed to determine whether the proposed resource meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and will be disqualified. The Mandatory Evaluation criteria are described in Attachment 1 to Part 4 – Bid Evaluation Criteria.

4.2.3 **Point Rated Technical Criteria**

The proposed resource will be rated by assigning a score to the rated requirements which are identified in the bid solicitation by the word “rated” or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Attachment 1 to Part 4 – Bid Evaluation Criteria. Point-rated technical criteria not addressed will be given a score of zero.

4.3 **Financial Evaluation**



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- 4.3.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3 – Pricing Schedule.

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

4.4 Basis of Selection

4.4.1 Highest Combined Rating of Technical Merit and Price

- 4.4.1.1 To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points.
- 4.4.1.2 Bids not meeting (a), (b), and (c) will be declared non-responsive.
- 4.4.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ration will be 60% for the technical merit and 40% for the price.
- 4.4.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ration of 60%.
- 4.4.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 4.4.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.4.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of the 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 technical points equals 135 and the lowest evaluated price is \$45,000 (45).

		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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.55$	$92/135 \times 60 = 40.88$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36$	$45/45 \times 40 = 40$



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Combined Rating	83.84	75.55	80.88
Overall Rating	1 st	3 rd	2 nd

4.4.2 **Tie Breaker**

In the event two or more responsive bids have the same Point Rated Technical Criteria, the responsive bid with the lowest evaluated price will be recommended for award of a Contract.

ATTACHMENT 1 TO PART 4 – BID EVALUATION CRITERIA

Academic Certification (e.g. Degree, etc.) must be obtained through a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials web site <http://www.cicic.ca>.

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.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

Reference checks will only be used to confirm employment, position duties, and timeframe.

Mandatory Technical Criteria (MT)		
The Bidder's Proposed Resource Experience		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT.1	The proposed resource must have a certificate/diploma/degree in Marketing, Business Administration, or Communications from a recognized post-secondary institution.	This must be demonstrated by including a copy of the certificate/diploma/degree with the bid.
MT.2	The proposed resource must have a minimum of three (3) years relevant experience in the field of marketing within the last five (5) years.	At a minimum, the following must be provided: <ul style="list-style-type: none"> • Name and description of client organization and relevant experience; • Timeframe (from-to dates month/year); and • Description of the roles and responsibilities for each project. • Reference (Name, phone number and email address) for each project. <p>*Reference checks will only be conducted to confirm the information provided, such as</p>



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Mandatory Technical Criteria (MT)		
The Bidder's Proposed Resource Experience		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
		task types, completion verification, and adherence to timelines.
MT.3	The proposed resource must have developed and implemented a marketing plan within the last three (3) years that includes a Target Market Analysis, a Demographic Analysis of a target audience.	<p>At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> Name and description of client organization and relevant experience; Timeframe (from-to dates month/year); and Description of the roles and responsibilities for each project. Reference (Name, phone number and email address) for each project. <p>*Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timelines.</p>

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Resource Category	Minimum Mandatory Number of Points Required	Maximum Number of Achievable Points	
Intermediate Marketing Professional	35	60	
Point Rated Technical Criteria (RT)			
Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
Experience			
RT.1.	The proposed resource should indicate highest level of post-secondary education achieved for Education criterion in MT.1.	This must be demonstrated by including a copy of the certificate/diploma/degree with the bid.	Education: Masters = 10 Bachelors = 5 College diploma = 2 Certificates = 1



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<p>RT.2</p>	<p>The proposed resource should have Digital Marketing experience within the previous three (3) years, with the most recent experience being valued higher.</p>	<p>At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> • Name and description of client organization and relevant experience; • Timeframe (from-to dates month/year); • Description of the roles and responsibilities for each project; • Detailed example(s) demonstrating the relevant experience; and • Reference* (Name, phone number and email address) for each project. <p>*Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timelines.</p>	<p>Experience:</p> <p>In the Past 1 Year = 20 pts</p> <p>In the Past 2 Years = 10 pts</p> <p>In the Past 3 Years = 5 pts</p>
<p>RT.3</p>	<p>The proposed resource should have planned, developed, and implemented digital marketing campaigns.</p>	<p>At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> • Brief explanation of the campaign targets and marketing methodology; • Effectiveness of the campaign, either positive or negative; • Brief explanation of the process to creating the campaign. 	<p>Experience:</p> <p>3 Campaigns = 25 pts.</p> <p>2 Campaigns = 20 pts.</p> <p>1 Campaign = 15 pts.</p>



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RT.4	The proposed resource should have at minimum six (6) months of experience within the last two (2) years using MS Office programs, such as Word, Excel, Outlook, and PowerPoint.	<p>At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> • Name and description of client organization and relevant experience; • Timeframe (from-to dates month/year); and • Description of the roles and responsibilities for each project. • Reference (Name, phone number and email address) for each project. <p>*Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timelines.</p>	<p>Experience:</p> <p>> 10 Years = 5 pts</p> <p>≥ 5 Years and ≤ 10 Years = 3 pts</p> <p>≥ 3 years and ≤ 5 Years = 2 pts</p> <p>≥ 6 Months and ≤ 3 Years = 1 pts</p>
Total Points Available:		60	
Minimum Points Required:		35	



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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. 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

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.

5.1.1 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.

5.1.2 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.

5.1.3 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 page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

5.1.4 Canadian Citizenship



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The bidder must provide proof the resource(s) is a Canadian Citizen. Examples of Documents that prove Canadian citizenship can be found at the Government of Canada Immigration and Citizenship website: <http://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-citizenship/proof-citizenship/documents.html>.

5.1.5 Security Clearance

Bidders are requested to submit the following security information for the proposed resource with their bids on or before the bid closing date:

- a) Name of individual as it appears on security clearance application form;
- b) Level of security clearance obtained;
- c) Validity period of security clearance obtained;
- d) Security Screening Certificate and Briefing Form file number.

If the Bidder has not included the security information in its bid, the Contracting Authority will provide the Bidder with an opportunity to submit the security information during the evaluation period. If the Bidder has not submitted the security information with the period set by the Contracting Authority, its bid will be declared non-responsive.

5.1.6 Vaccination Requirement Certification

SACC Manual Clause A3080T (2021-XX-XXXX), Vaccination Requirement Certification.

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation at Annex E, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

5.2.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

5.2.2 Education and Experience

SACC Manual clause A3010T (2010-08-16), Education and Experience

5.2.3 Certification of Language

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English and French. The individual(s) proposed must be able to communicate orally and in writing in English and French without any assistance and with minimal errors.



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

6.1.1 At the date of bid closing, 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 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;

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

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



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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

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

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 (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

Section 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is amended as follows:

Delete: Minister of Public Works and Government Services

Insert: Minister of National Defence

Subsection 5 of section 22, Confidentiality, is amended as follows:

Delete: Public Works and Government Services (PWGSC)

Insert: Department of National Defence (DND)

7.2.2 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ [To be inserted at contract award]

7.2.4 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed Non-Disclosure Agreement, attached at Annex D, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.



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7.3 Security Requirement

- 7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W6399-21-LE36

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must be citizens of Canada and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C, and SRCL Security Guide (if applicable), attached at Appendix 1 to Annex C.
 - (b) *Contract Security Manual* (Latest Edition).

EXIGENCE EN MATIÈRE DE SÉCURITÉ POUR ENTREPRENEUR CANADIEN: DOSSIER TPSGC No. W6399-21-LE36

1. L'entrepreneur ou l'offrant doit détenir en permanence, pendant l'exécution du contrat ou de l'offre à commandes, une cote de sécurité d'installation valable au niveau SECRET, délivrée par le Programme de sécurité des contrats (PSC), Travaux publics et Services gouvernementaux Canada (TPSGC).
2. Les membres du personnel de l'entrepreneur ou de l'offrant devant avoir accès à des renseignements ou à des biens CLASSIFIÉS/PROTÉGÉS, ou à des établissements dont l'accès est réglementé, doivent être citoyens du Canada et doivent TOUS détenir une cote de sécurité du personnel valable au niveau SECRET, délivrée ou approuvée par le PSC, TPSGC.
3. Les contrats de sous-traitance comportant des exigences relatives à la sécurité NE doivent pas être attribués sans l'autorisation écrite préalable du PSC, TPSGC.
4. L'entrepreneur ou l'offrant doit respecter les dispositions :
 - a) de la Liste de vérification des exigences relatives à la sécurité et directive de sécurité (s'il y a lieu), reproduite ci-joint à l'Annexe C;



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- b) du *Manuel de la sécurité des contrats* (dernière édition).

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of _____ to _____ **[To be inserted at contract award]**.

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 3 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 Termination on Thirty Days' Notice

Notwithstanding the provisions of section 30 of General Conditions 2035 – Higher Complexity – Services (2021-12-02), the following applies to any Termination of the Contract for Convenience initiated by the Contracting Authority:

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only be liable for, and will only pay for, costs incurred for services rendered and accepted by Canada up to the date of the termination. No other costs or damages will be payable to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

[To be inserted at contract award]

The Contracting Authority for the Contract is:

Name: _____
Designation: _____
Address: National Defence Headquarters
Attention: _____
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: _____ - _____ - _____



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Facsimile: _____
E-mail Address: _____

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 Technical Authority

[To be inserted at contract award]

The Technical Authority for the Contract is:

Name: _____
Designation: _____
Address: National Defence Headquarters
Attention: _____
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: _____
Facsimile: _____
E-mail Address: _____

The Technical Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical 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 inserted at contract award]

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail Address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants



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(Will be deleted at contract award if not applicable)

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.

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B. Customs duties are included and Applicable Taxes are extra.

7.7.2 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travelers," rather than those referring to "employees." Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Canada will not accept any travel and living expenses for any travel required between the Contractor's place of business and the NCR or any relocation of resources required to satisfy the terms of the Contract.

Estimated Cost: \$10,000.00

7.7.3 Travel Status Time

Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.

Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 100 kilometers from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$\frac{\text{Hours of travel} \times 50\% \text{ of firm all-inclusive per diem rate}}{7.5 \text{ hours}}$$

7.7.4 Limitation of Expenditure



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Canada's total liability to the Contractor under the Contract must not exceed \$[value will be inserted at contract award]. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

7.7.5 Terms of Payment – Monthly Payments

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

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

7.7.6 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).

7.7.7 Time Verification



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Time changed and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.7.8 **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

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

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

7.8 **Invoicing Instructions**

7.8.1 The Contractor must submit invoices in accordance with the information required in the General Conditions. Invoices cannot be submitted until all the work identified in the invoice is completed.

7.8.2 Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses; and
- c. a copy of the monthly progress report.

7.8.3 By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract.

7.8.3.1 The Contractor must provide the original invoice to the Contracting Authority. On request, the Contractor must provide a copy of any invoices requested by the Technical Authority.

7.9 **Certifications and Additional Information**

7.9.1 **Compliance**

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. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made



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knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. [To be inserted at contract award]

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 (2021-12-02), General Conditions - Higher Complexity - Services;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, Security Requirements Check List and SRCL Supplemental Security Guide;
- f. Annex D, Non-Disclosure Agreement;
- g. the Contractor's bid dated _____ [To be inserted at contract award]

7.12 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract.

7.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. [To be inserted at contract award]

7.14 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance – No Specific Requirement.

7.15 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

[SACC Manual clause A3025C, Proactive Disclosure of Contracts with Former Public Servants to be inserted at Contract Award if applicable]

7.16 Additional Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

7.17 Identification Protocol Responsibilities



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

- a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as a Contractor Representative prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him- or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required by the Contractor described above are not met.



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ANNEX A - STATEMENT OF WORK

INTERMEDIATE MARKETING PROFESSIONAL SUPPORT SERVICES

1. SCOPE

1.1 Purpose

The purpose of this Statement of Work (SOW) is to define the scope and the deliverables for the provision of one (1) Intermediate Marketing Professional who will assist the Canadian Armed Forces (CAF) in developing and implementing a marketing strategy to attract and recruit personnel into the command.

1.2 Background

The Canadian Special Operations Training Centre (CSOTC) has the responsibility for recruiting and attracting new operators, specialists, and supporters to join the CAF Special Forces. As part of this responsibility, there is a requirement to market the employment opportunities at DND for current and future CAF members. Therefore, the development of a marketing cell is paramount to enable the DND to deliver on Government of Canada mandates.

The CAF has a requirement for one (1) Intermediate Marketing Professional to help implement marketing strategies. The resource will also provide continuing marketing advice that will assist the CAF in effectively recruiting personnel into the command.

1.3 Abbreviations and Acronyms

The following abbreviations and acronyms are used in this SOW:

ADM (PA)	Assistant Deputy Minister (Public Affairs)
CAF	Canadian Armed Forces
CSOTC	Canadian Special Operation Training Centre
DND	Department of National Defence
DWAN	Defence Wide Area Network
EDP	Electronic Data Processing
FOC	Full Operational Capability
JSIS	Joint Staff Information System
LAN	Local Area Network
NCR	National Capital Region
NOI	Notice of Intent Form
SOW	Statement of Work
TA	Technical Authority
UBase	Unique Software to the DND

2. APPLICABLE DOCUMENTS

The following documents will be made available by DND during the course of the work:

Strategic Marketing Plan for Recruiting
Strong, Secure, Engaged – Canada's Defence Policy, 2017



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Have Your Say Survey Results, October 2018
CDS Directive – CAF Public Engagement 2019 (Draft)

3. REQUIREMENT

The specific requirement is for the provision of services for one (1) Intermediate Marketing Professional to advise on and implement a marketing plan for a DND recruiting cell on an ongoing basis.

3.1 Occupational Categories Required

The specific requirement is for the provision of services for one (1) Intermediate Marketing Professional.

3.2 Tasks

The Contractor's Resource will perform tasks in support of the development and implementation of a DND marketing plan for recruiting. These tasks may include the following:

- 3.2.1 Direct and organize a media campaign for recruitment;
- 3.2.2 Identify the policies and requirements that drive out a particular solution;
- 3.2.3 Work with the recruiting team and ADM(PA) to implement approved marketing plan;
- 3.2.4 Analyze and evaluate the effectiveness of the marketing plan and provide advice as required to adjust the plan as required to meet objectives;
- 3.2.5 Ensure integration of the plan with the CAF Special Forces HQ and units;
- 3.2.6 Monitor industry trends to ensure that solutions fit with government and industry directions for marketing;
- 3.2.7 Produce recruiting-specific products that support the marketing plan;
- 3.2.8 Evaluate existing procedures and methods, identify and document required changes to ensure objectives are achieved.

3.3 Hours of Operation

- 3.4.1 The Contractor's resource must be available on-site five (5) days per week for 7.5 hours per day, during core hours of operations. Core hours of operation are defined as 7:00 am to 5:00 pm, Monday to Friday.
- 3.4.2 Although the Contractor's resource may work outside of these core hours, a significant volume of work occurs principally during core business hours. Furthermore, access to DND facilities that are controlled and monitored, and access to DND resources may be limited.

4. DELIVERABLES

The Contractor's resource will be required to prepare and submit various deliverables resulting from the services provided.



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4.1 These deliverables may include, but are not limited to the following:

- 4.1.1 A written marketing plan;
- 4.1.2 Marketing products that may include still and video imagery.
- 4.1.3 Presentations to approving authorities on current and future marketing plans;
- 4.1.4 Reports on the effectiveness of a marketing plan,
- 4.1.5 Reviews of still and video imagery necessary for development of marketing products.

4.2 Copies of any marketing plans and products will be provided to the TA for evaluation and authority for distribution IAW the marketing plan.

4.3 Monthly Status Report

On a monthly basis, the Contractor must submit a “Monthly Status Report” on the level of effort required for the month with the associated tasks and deliverables. The Monthly Status Report must be attached to the monthly invoice. As a minimum, each Monthly Status Report must document the following information:

- 4.3.1 All significant activities performed by the Contractor’s resource during the period covered by the monthly invoice;
- 4.3.2 Status of all action/decision items as well as a list of outstanding activities;
- 4.3.3 A description of any problems encountered which are likely to required attention by DND;
- 4.3.4 Any recommendations relating to the conduct of the Work;
- 4.3.5 Total number of days charged for the Contractor’s resource;
- 4.3.6 Total number of out-of-core hours used by the Contractor’s resource, if applicable;
- 4.3.7 Cumulative number of hours charged for the Contractor’s resource; and
- 4.3.8 Travel costs incurred including all applicable original receipts.

5. LIMITATIONS AND CONSTRAINTS

- 5.1** Although the resource may work outside of DND facilities, there will be a requirement for the Contractor’s resource to access information available exclusively at DND facilities located in the NCR or other locations.
- 5.2** All reports, documents, processes and deliverables developed and/or updated by the Contractor personnel must be for the review, approval and signature, where required, of the TA.
- 5.3** Decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from the Contractor services. Contractor personnel must limit themselves to provide comments and recommendations only to the TA on these issues.
- 5.4** The Contractor’s resource must be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada.



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- 5.5** During the performance of the Contract, the Contractor or his personnel must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.
- 5.6** At all times during the provision of the required services, the Contractor personnel are not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded). Proprietary technical information may be provided to Contractor personnel in the performance of the services if the “Non-Disclosure Agreement” contained in the Contract is duly executed by the Contractor personnel.
- 5.7** All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the Contract, remains the property of Canada and must be used solely in support of this requirement. The Contractor must be required to safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to DND without the express written permission of the TA. Such information and material must be returned to the TA upon completion of the services or when requested by the TA.
- 5.8** All correspondence, either initiated by the Contractor personnel or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.
- 5.9** The Contractor must ensure that their personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive Contractor personnel as being an employee of Canada.
- 6. DND SUPPORT TO CONTRACTOR**
- 6.1** To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA:
- 6.1.1 All available data and documents deemed necessary by the TA for the provision of services under this SOW;
- 6.1.2 Consultation with the TA and other specialists may be arranged by the TA; and
- 6.1.3 Other information, data and assistance available and requested by the Contractor subject to concurrence by the TA.
- 6.2** The Contractor is advised that the above does not represent a commitment by Canada and that it is the Contractor’s sole responsibility to provide all services required to perform the Contract. The Contractor personnel must be able to work independently on all aspects of the required services.
- 6.3 Training**
- 6.3.1 To aid the Contractor in the provision of the required services, Canada may provide special training on an “as and when requested” basis to the Contractor’s resource, for unique DND Computer Systems/Software that have been recently implemented or changed, or mandatory departmental training, including:



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- a. Joint Staff Information System (JSIS);
- b. Defence Wide Area Network (DWAN);
- c. DND SharePoint Site; and
- d. UBase, DND Unique Data Base.

6.3.2 The training will be provided at no cost to the contractor if all of the following conditions are met:

- a. Training is not readily commercially available to the Contractor;
- b. Training is offered by Canada;
- c. Training requested is in support of the tasks described at paragraph 3.2 herein; and
- d. The TA has authorized this training.

6.3.3 Canada will not incur per diem charges from the Contractor for time while the Contractor's resource is being trained.

7. LOCATION FOR PROVISION OF REQUIRED SERVICES

- 7.1 All services must be provided on-site at NDHQ Carling at 60 Moodie Drive, Ottawa, Ontario.
- 7.2 DND will provide sufficient office space, general-purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements).
- 7.3 Furthermore, DND will provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on DND's computers or networks for the sole purpose of executing the services associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.
- 7.4 All of the above provisions must, in all cases, be subject to the availability of suitable DND office facilities in the National Capital Region.

8. CONTRACTOR MANAGEMENT OF THE CONTRACT

- 8.1 The Contractor is required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.
- 8.2 The Contractor is responsible for all work produced under this Contract, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices.
- 8.3 The Contractor must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.



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9. LANGUAGE REQUIREMENTS

The resource must be fluent in the English and French language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

10. TRAVEL AND LIVING

- 10.1** The Intermediate Marketing Professional may be required to travel outside the NCR.
- 10.2** The requirement for any travel and trip report, content and format, will be identified. All travel will require prior written approval of the TA or the authorized representative.
- 10.3** If required by the TA, the Contractor's resource must prepare a trip report and provide it to the TA, for review and approval, no later than 14 working days after return from the trip.

11. TECHNICAL AUTHORITY

- 11.1** The TA for this requirement will be the primary point of contact for Contractor personnel and will be stated in the Contract award document.
- 11.2** Any communication with a Contractor regarding the quality of Work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority.



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ANNEX B - BASIS OF PAYMENT

During the period of the Contract and, if the options are exercised, during the extended period of the Contract, the Contractor will be paid as specified below for Work performed in accordance with the Contract.

1 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

Category	Level of Expertise	Level of Effort (Estimated)	All Inclusive Fixed Daily Rate
Initial Contract Period – Year 1 from date of Contract Award to [To be Inserted at Contract Award]			
Marketing Professional	Intermediate	250	\$(To be Inserted at Contract Award)
Option Period 1 (If Exercised): from [To be Inserted at Contract Award] to [To be Inserted at Contract Award]			
Marketing Professional	Intermediate	250	\$(To be Inserted at Contract Award)
Option Period 2 (If Exercised): from [To be Inserted at Contract Award] to [To be Inserted at Contract Award]			
Marketing Professional	Intermediate	250	\$(To be Inserted at Contract Award)
Option Period 3 (If Exercised): from [To be Inserted at Contract Award] to [To be Inserted at Contract Award]			
Marketing Professional	Intermediate	250	\$(To be Inserted at Contract Award)

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm all-inclusive per diem rate}) \div 7.5 \text{ hours}$$

No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

The all-inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment inside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>). Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

1.1 Estimated Cost of Professional Fees

Initial Contract Period 1:	\$ _____	[To be inserted at Contract Award]
Option Period 1 (If Exercised):	\$ _____	[To be inserted at Contract Award]
Option Period 2 (If Exercised):	\$ _____	[To be inserted at Contract Award]
Option Period 3 (If Exercised):	\$ _____	[To be inserted at Contract Award]



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Total Estimated Cost of Professional Fees (If all Options are Exercised): [To be inserted at Contract Award]

2 Cost Reimbursable Expenses

2.1 Estimated Cost of Authorized Travel and Living Expenses

Initial Contract Period 1: \$ _____ [To be inserted at Contract Award]
Option Period 1 (If Exercised): \$ _____ [To be inserted at Contract Award]
Option Period 2 (If Exercised): \$ _____ [To be inserted at Contract Award]
Option Period 3 (If Exercised): \$ _____ [To be inserted at Contract Award]

Total Estimated Cost of Authorized Travel and Living Expenses (If all Options are Exercised): \$ _____ [To be inserted at Contract Award]

3 Total Estimated Cost

Initial Contract Period 1: \$ _____ [To be inserted at Contract Award]
Option Period 1 (If Exercised): \$ _____ [To be inserted at Contract Award]
Option Period 2 (If Exercised): \$ _____ [To be inserted at Contract Award]
Option Period 3 (If Exercised): \$ _____ [To be inserted at Contract Award]

Grand Total Estimated Cost (If all Options are Exercised): \$ _____ [To be inserted at Contract Award]

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.7.4 _____ of the Contract.



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ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)

See attached SRCL.



Contract Number / Numéro du contrat W6399-21-LE36
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 DND		2. Branch or Directorate / Direction générale ou Direction CANSOFCOM	
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 Services for an Intermediate Marketing Professional			
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 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 checked="" type="checkbox"/>			
Restricted to: / Limité à : <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 / 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 / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / 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"/>	



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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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 : **Security Caveat - Canadian Eyes Only**
- 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



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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS 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).



National Defence
Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale
Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

APPENDIX 1 TO ANNEX C - SRCL SUPPLEMENTAL SECURITY GUIDE

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position/ Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Secret	Marketing Professional	Protected A, Protected B, Secret	Canadian



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ANNEX D - NON-DISCLOSURE AGREEMENT

[This annex is to be completed after contract award and is not required in the bid.]

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. [to be inserted at Contract award] between Her Majesty the Queen in right of Canada, represented by the Department of National Defence and _____ (“Prime Contractor”), 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. [to be inserted at Contract award]

Signature: _____ Date: _____



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ANNEX E – COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (first and last name), as the representative of
_____ (name of business) pursuant to
_____ (insert solicitation number), warrant and certify that all personnel that
_____ (name of business) will provide on the resulting Contract who
access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada; **or**
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;
until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.