



REQUEST FOR STANDING OFFER

RETURN BIDS TO:

Bids must be submitted by email and must be submitted ONLY to the following email address:

Soumission Bid: soumissionbid@sac-isc.gc.ca

REQUEST FOR STANDING OFFERS

Proposal to DIAND:

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

Vendor/Firm
Name
Address
Telephone Number
GST/HST Number
QST Number

Title Professional English speech writing services	
Solicitation Number 1000231944	
Date (YYYYMMDD) 2021-12-09	
Solicitation Closes At 14:00 hrs	Time Zone Eastern Standard Time (EST)
On (YYYYMMDD) 2022-01-17	
Standing Offer Authority	
Name Alma Moyeda	
Telephone Number (819) 271-6488	
Facsimile Number	
Email Address alma.moyeda@sac-isc.gc.ca	
Destination(s) of Services Quebec	
Security THIS REQUEST DOES NOT INCLUDE SECURITY PROVISIONS	
Instructions: See Herein	
Delivery Required See Herein	
Person Authorized to sign on behalf of Vendor/Firm	
Name	
Title	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 3

1.1 INTRODUCTION 3

1.2 SUMMARY 3

1.3 SECURITY REQUIREMENTS 4

1.4 DEBRIEFINGS 4

PART 2 - OFFEROR INSTRUCTIONS 5

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 5

2.2 SUBMISSION OF OFFERS 5

2.3 FORMER PUBLIC SERVANT 5

2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS 7

2.5 APPLICABLE LAWS 7

2.6 BID CHALLENGE AND RECOURSE MECHANISMS 7

PART 3 - OFFER PREPARATION INSTRUCTIONS 8

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 9

4.1 EVALUATION PROCEDURES 9

4.2 BASIS OF SELECTION 12

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 13

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER 13

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION 13

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS 14

6.1 SECURITY REQUIREMENTS 14

6.2 FINANCIAL CAPABILITY - REMOVED 14

6.3 INSURANCE REQUIREMENTS - REMOVED 14

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES 15

A. STANDING OFFER 15

7.1 OFFER 15

7.2 SECURITY REQUIREMENTS 15

7.3 STANDARD CLAUSES AND CONDITIONS 15

7.4 TERM OF STANDING OFFER 15

7.5 AUTHORITIES 15

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS 16

7.7 IDENTIFIED USERS 16

7.8 NUMBER OF STANDING OFFERS 16

7.9 CALL-UP ALLOCATION AND PROCEDURES 16

7.10 CALL-UP INSTRUMENT 18

7.11 LIMITATION OF CALL-UPS 18

7.12 FINANCIAL LIMITATION 18

7.13 PRIORITY OF DOCUMENTS 18

7.14 CERTIFICATIONS AND ADDITIONAL INFORMATION 18

7.15 APPLICABLE LAWS 19

B. RESULTING CONTRACT CLAUSES 20

7.1 STATEMENT OF WORK 20

7.2 STANDARD CLAUSES AND CONDITIONS 20

7.3 TERM OF CONTRACT 20

7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS 21

7.5 PAYMENT 21

7.6	INVOICING INSTRUCTIONS.....	22
7.7	INSURANCE REQUIREMENTS.....	22
7.8	SACC MANUAL CLAUSES - REMOVED.....	22
7.9	FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONTRACTOR - REMOVED.....	22
7.10	DISPUTE RESOLUTION.....	22
ANNEX "A"	24
	STATEMENT OF WORK.....	24
ANNEX "B"	27
	BASIS OF PAYMENT.....	27
ANNEX "C"	28
	SECURITY REQUIREMENT CHECKLIST.....	28
ANNEX "D"	30
	COVID-19 VACCINATION REQUIREMENT CERTIFICATION.....	30

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Certification and any other annexes

1.2 Summary

- 1.21 Services Canada (ISC) requires English speech writing services on an as-and-when required basis
- 1.2.1 The period will be from SOA award date to March 31, 2025 with two (2) additional one (1) year option period. SAC intends to award up to **two (2)** Standing Offer Agreements to Firms. Firms shall be legally structured as a corporation, partnership or joint venture.
- 1.2.3 This requirement is subject to the following trade agreement(s):
- Canadian Free Trade Agreement (CFTA)
 - World Trade Organization - Agreement on Government Procurement (WTO-AGP)
 - Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
 - Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
 - Canada-Chile Free Trade Agreement (CCFTA)
 - Canada-Colombia Free Trade Agreement
 - Canada-Honduras Free Trade Agreement

- Canada-Korea Free Trade Agreement
- Canada-Panama Free Trade Agreement
- Canada-Peru Free Trade Agreement (CPFTA)
- Canada-Ukraine Free Trade Agreement (CUFTA)

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

Offers (and any amendments thereto) must be submitted **electronically only, in PDF format**, to Indigenous Services Canada (ISC) **by the date, time and to the e-mail address indicated on page 1 of the Request for Standing Offers**. Transmission of Offers (and any amendments thereto) submitted by any other means to ISC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

a. Definitions

For the purposes of this clause,

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

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

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

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

b. Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

c. Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (7)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that the Offerors submit their offer by email in separate attachments as follows:

Section I: Technical Offer in PDF format.

Section II: Financial Offer in PDF format.

Section III: Certifications in PDF format.

The total size of the email, including all attachments, must not exceed **10 megabytes (MB)**. It is solely the Offeror's responsibility to ensure that the total size of the email does not exceed this limit.

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) page format; and
- 2) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B Basis of Payment. Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

3.2 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

A Bidder's Proposal **MUST** meet **ALL** mandatory requirements in order for the proposal to be deemed compliant and considered for further evaluation. Failure on the part of the Bidder to meet any one (1) of the mandatory requirements will result in its proposal being deemed non-compliant, with the proposal being given no further consideration.

Mandatory Technical Criteria	Proposal Ref. Page #	Compliant Yes/No
<p>M1. Professional Experience</p> <p>The Bidder must demonstrate that he has two (2) years' experience within the last five (5) years delivering English Speech Writing services for Ministers or Deputy Ministers within a federal government department.</p>		
<p>M2. Samples Showing Speech Writing Experience</p> <p>The Bidder must provide two (2) samples of English speeches completed for Ministers or Deputy Ministers within a federal government department within the last two (2) years, that are listed as professional experience submitted under M-1 Professional Experience.</p> <p style="padding-left: 40px;">a) Sample One must represent Legislative Speech Writing services; b) Sample Two must represent Event Speech Writing services.</p> <p>One of the speeches <u>must be less than 500 words</u> and the second <u>between 1000 and 2000 words.</u></p> <p>With each sample, the bidder must :</p> <ul style="list-style-type: none"> - Demonstrate the project management role assumed by the speech writer; - Include the strategic approach taken to managing speech writers to complete the project on time and within budget. 		

4.1.1.2 Point Rated Technical Criteria

Only those Proposals meeting **ALL** of the above Mandatory Requirements will be deemed compliant and will be evaluated on the basis of the Point-Rated Criteria.

Bidders failing to meet the minimum required scores of 60% in each of the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

Point-Rated Criteria	Maximum Points
<p>R1. Quality of Speech Writing samples</p> <p>The Bidder should demonstrate acceptable written communication throughout the two (2) samples.</p> <p>Up to 10 points will be awarded for each sample:</p> <p>Points will be allocated for each of the following indicators:</p> <ul style="list-style-type: none"> a) the speech is clear, concise, and easily understood (up to 2 points); b) the speech demonstrates a logical development of ideas that are presented in a reasonable sequence (up to 3 points); c) Ideas presented are accurate, informative, and complete (up to 3 points); d) there is appropriate vocabulary and grammar (up to 2 points) <p>For each of the above (a-d)</p> <p>Inadequate (0-4 pts): The sample does not adequately meet the relevant indicator of quality written communication.</p> <p>Good (5-7 pts): The sample adequately meets the relevant indicator of quality written communication with minor difficulties or errors.</p> <p>Excellent (8-10 pts): The sample meets the relevant indicator of quality written communication with no difficulty or errors.</p>	20
Overall required Pass Mark (60%)	12
TOTAL POINTS	/20

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

- 4.1.2.1 The Financial Evaluation will be carried out by the Contracting Authority independent of the ISC Evaluation Committee responsible for rating the Technical Offer. Financial Offers will be evaluated based on the methodology detailed below.
- 4.1.2.2 All of the information required in this section **MUST** appear in the Offeror’s Financial Offer ONLY. The Offeror’s failure to comply with this condition will result in the Offeror’s Offer being declared non-compliant and being given no further consideration.
- 4.1.2.3 Failure on the part of the Offeror to provide the information required within the Financial Offer Table will result in ISC deeming the Offeror’s Offer to be non-compliant, with the Offer being given no further consideration by ISC.
- 4.1.2.4 The Bidders fixed, all-inclusive per hourly rates **MUST** be inclusive of all payroll, overhead costs and profits required to complete the work. Note: Fixed rates are not to be quoted as ranges. Rates should not include such things as travel and administrative expenses or GST/HST.
- 4.1.2.5 Using the applicable table provided below, Bidders are requested to provide firm per hourly rate based on a 7.5 hour day.
- 4.1.2.6 For evaluation purposes, the proposed all-inclusive per hourly rates for the initial SOA period including option years will be averaged to derive to an average per hourly rate.
- 4.1.2.7 **Financial Offer Table**

Period		Bidder’s all-inclusive hourly rate A	Bidder’s “rush” all-inclusive hourly rate B	Averaged all-inclusive hourly rate (C=A+B/2)
1	Year 1 Initial Contract Award to March 31, 2023			
2	Year 2 April 1, 2023 to March 31, 2024			
3	Year 3 April 1, 2024 to March 31, 2025			
4	Option Year 1 April 1, 2025 to March 31, 2026			
5	Option Year 2 April 1, 2026 to March 31, 2027			
Total of averaged all-inclusive hourly rate (C=1+2+3+4+5)				

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit 70% and Price 30%

SACC Manual Clause [A0027T](#) (2012-07-16), Highest Combined Rating of Technical Merit 70% and Price 30%

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 pass mark of 60% on Point-Rated Criteria R1.
2. Bids not meeting "(a) or (b) or (c) " will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

For evaluation purposes, the proposed all-inclusive hourly rates for the initial SO period and option years will be averaged to derive to an Average Per-Hour Rate. **Applicable taxes are excluded.**

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. Where two or more Offers achieve the same Total Score, of those Offers, the Offer with the highest Technical Score will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest Average Per-Hour Rate \$45.00 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Offeror 1	Offeror 2	Offeror 3
Overall Technical Score		115/135	89/135	92/135
Offer Evaluated Price		\$55.00	\$50.00	\$45.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		$59.62+24.54=84.16$	$46.14+27.00=73.14$	$47.70+30.00=77.70$
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the 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. COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all offerors must provide with their offer, the COVID-19 Vaccination Requirement Certification attached to this RFSO, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer

6.2 Financial Capability - removed

6.3 Insurance Requirements - removed

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of the Standing Offer Award to March 31, 2025 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the above period, the Offeror offers to extend its offer for an additional **two (2) one-year option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs) - REMOVED

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Alma Moyeda
Title: Senior Procurement and Contracting Officer
Department: Indigenous Services Canada (ISC)
Directorate: Materiel and Assets Management Directorate
Address: 10 Wellington St. Gatineau, QC, K1A 0h4

Telephone: 819-271-6488
E-mail address: alma.moyeda@sac-isc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority (*identified at issuance of the Standing Offer*)

The Project Authority for the Standing Offer is:

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

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative (*identified at issuance of the Standing Offer*)

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

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Indigenous Services Canada.

7.8 Number of Standing Offers

ISC seeks to award **two (2)** Standing Offer Agreements (SOAs) to qualified Firms.

7.9 Call-up Allocation and Procedures

7.9.1 Call-up Allocation

- 7.9.1.1 For Call-ups against a Standing Offer valued at \$25,000 or less (applicable taxes included) the Project Authority will select the Offeror that best meets the Department's needs.
- 7.9.1.2 For Call-ups against a Standing Offer valued in excess of \$25,000 (applicable taxes included), services will be called up by the Standing Offer Authority on a right of first refusal basis based on best value ranking.

When a requirement is identified, the Standing Offer Authority will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up will be made against its Standing Offer.

If the highest ranked Offeror is unable to meet the requirement, the Standing Offer Authority will contact the next ranked Offeror. The Standing Offer Authority or his/her authorized representative will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up.

7.9.2 Call-up Procedures

- 7.9.2.1 Offerors will be contacted directly as described in 7.9.1.1 or on a right of first refusal basis as described in 7.9.1.2 above.
- 7.9.2.2 The Standing Offer Authority or the Project Authority (as applicable) will provide the Offeror with details of the Work activities to be performed within the scope of this Standing Offer including a description of the deliverables/reports to be submitted.
- 7.9.2.3 The Offeror will prepare and submit a proposal for the Work as required by the Standing Offer Authority or the Project Authority (as applicable). The proposal shall include a cost quotation established by utilizing the applicable rates as shown in the Basis of Payment, Annex "B", a schedule indicating completion dates for major Work activities and submission dates for deliverables/reports with supporting details. The proposal must be submitted to the Standing Offer Authority or the Project Authority (as applicable) within three (3) business days of receiving the request.
- 7.9.2.4 Failure by the Offeror to submit a proposal in accordance with the time frame specified in 7.9.2.3 above will be interpreted as the Offeror being unable to perform the services and will result in the setting aside of the Offer. The Offeror will then be by-passed and the Standing Offer Authority or the Project Authority (as applicable) will send the request to the next best suited Offeror (requirements valued at \$25,000 or less - applicable taxes included) or, the next ranked Offeror (requirements valued in excess of \$25,000 - applicable taxes included). This process will continue until the requirement can be fully addressed by an Offeror. Should no Offeror be able to provide the services requested, Canada reserves the right to procure the specified services by other contracting methods.
- 7.9.2.5 The Standing Offer Authority and the Project Authority reserve the right to request references from the available Offeror to conduct a reference check to verify the accuracy of similar work previously performed. Should the reference(s) provide negative feedback in relation to the information provided, the Standing Offer Authority or the Project Authority (as applicable) reserves the right to go to the next ranked Offeror.
- 7.9.2.6 Upon acceptance by the Project Authority of the Offerors proposal for the services, the Offeror will be authorized by the Standing Offer Authority to proceed with the Work through the issuance of a duly completed and signed Call-up against a Standing Offer.

7.9.2.7 The Offeror shall not commence Work until the Call-up against a Standing Offer has been signed by the Standing Offer Authority. The Offeror acknowledges that any and all Work performed in the absence of a Call-up against a Standing Offer Agreement signed by the Standing Offer Authority will be undertaken at the Offeror's own risk, and Canada shall not be liable for payment therefor.

7.10 Call-up Instrument

The Work will be authorized or confirmed using form 942, Call-up against a Standing Offer.

7.11 Limitation of Call-ups

N/A

7.12 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$150,000.00** (applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.13 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the Supplemental General Conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information)
- e) the general conditions 2010B (2021-12-02) General Conditions - Professional Services (Medium Complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirement checklist
- i) Annex D, Covid-19 certification
- j) the Offeror's offer dated _____ (TBD)

7.14 Certifications and Additional Information

7.14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14.2 Federal Contractors Program for Employment Equity - Setting aside - removed

7.15 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in TBD at SOA award.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

Suspension of the work apply to and form part of the Contract.

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) "Default by the Contractor [2010B](#) of general conditions.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is in accordance with the Call-up against the Standing Offer.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

The contractor will be paid for the work performed in accordance with the Annex “B” Basis of Payment.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (**TBD at SOA award**). Applicable taxes are extra on professional fees only.
2. 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.
3. 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.

7.5.3 Method of Payment – Monthly Payment

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

7.5.4 T1204 - Direct Request by Department

Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

7.5.5 Electronic Payment of Invoices – Call-up

Method of invoice payment by Indigenous Services Canada is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Electronic Payment Request Form (https://www.sac-isc.gc.ca/DAM/DAM-ISC-SAC/DAM-FNDNG/STAGING/texte-text/20-545E-S_forms_direct_deposit_1537297014494_eng.pdf) and submit the form to the address provided.

7.6 Invoicing Instructions

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

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance Requirements

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

7.8 SACC Manual Clauses - removed

7.9 Federal Contractors Program for Employment Equity - Default by the Contractor - removed

7.10 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7.11 Joint-venture

The contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: (list all the joint venture members named in the contractor's bid).

With respect to the relationship among the members of the joint venture contractor, each member agree, represents and warrants (as applicable) that:

1. _____ has been appointed as the "representative member" of the joint venture contractor and has full authority to act as agent for each member regarding all matters relating to the contract
2. By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor
3. All payments made by Canada to the representative member will act as a release by all the members

All the members agree that Canada may terminate the contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the work in any way.

All the members are jointly and severally or solidarily liable for the performance of the entire contract.

The contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject of the assignment provisions of the general conditions.

ANNEX "A" STATEMENT OF WORK

SW1 TITLE

Professional English speech writing services.

SW2 BACKGROUND

The Department works collaboratively with partners to improve access to high quality services for First Nations, Inuit and Métis. Our vision is to support and empower Indigenous peoples to independently deliver services and address the socio-economic conditions in their communities.

The Department is one of 34 federal government departments responsible for meeting the Government of Canada's obligations and commitments to First Nations, Inuit and Métis, and for fulfilling the federal government's constitutional responsibilities in the North. The Department's federal responsibilities are largely determined by numerous statutes, negotiated agreements and relevant legal decisions. Most of the programs – representing a majority of its spending – are delivered through partnerships with Indigenous communities and federal-provincial or federal-territorial agreements. The Department also works with urban Indigenous people, Métis and Non-Status Indians (many of whom live in rural areas).

SW3 OBJECTIVE

The objective is to acquire speech writing services. The work to be performed will be on an "as and when requested basis.

The services are required on regular and/or urgent basis.

SW4 SCOPE OF WORK

4.1 Definitions

- 4.1.1 **Normal Working Hours:** Are defined as Monday to Friday, 8:00 a.m. to 5:00 p.m., with the exception of statutory holidays.
- 4.1.2 **Statutory Holidays:** A statutory holiday means: New Year's Day; Good Friday; Easter Monday; Victoria Day; Fete Nationale Jean Baptiste Day; Canada Day; Labour Day; National Day on Truth and Reconciliation, Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day.
- 4.1.3 **Regular Request for Speech writing Services:** Delivery period 5 business days (depending on the scope of work to be completed) allowing completion of the Work during normal working hours.
- 4.1.4 **Urgent Request for Speech writing Services:** Delivery period within 24 hours, which could occur during or after normal working hours, including weekends (Saturday and Sunday).

4.2 Requirements

The Department, prepares a wide range of speeches for use by the Minister, the Parliamentary Secretary, Deputy Ministers, Senators and/or Members of Parliament speaking on the Minister's behalf. The Contractor will provide ongoing English speech writing services on an as-and-when requested basis. Speech topics cover diverse Indigenous and Northern issues directed to various audiences depending on the nature of the event and the venue. The audience includes Indigenous leaders and organizations, professional associations and citizens, non-governmental organizations, Parliamentarians and other

elected officials, industry and environmental stakeholders, media and/or the general public. The main types of speeches required by the Department can be grouped into the following categories:

- a. Parliamentary
 - i. House of Commons and Senate debates on legislation sponsored by the Minister, Opposition Day motions, concurrence and emergency motion debates and Private Members Business related to the Department's mandate
 - ii. Appearances before Parliamentary Standing Committees
 - iii. Adjournment Proceedings and House of Commons Member Statements (SO31 Statements)
- b. Events (includes keynote addresses, meetings and public forums)
 - i. Signing ceremonies (e.g., land claims, self-government agreements)
 - ii. Announcements/press conferences/media events
 - iii. Major conferences, including keynote addresses where the Minister is the featured speaker
 - iv. Indigenous and Northern organizations' general meetings/assemblies (e.g., Assembly of First Nations, Native Women's Association of Canada, Inuit Tapiriit Kanatami, etc.)
 - v. Intergovernmental forums (International/federal/provincial/territorial/Indigenous)
 - vi. Municipal events (e.g., Chambers of Commerce)
 - vii. Video messages/greetings

SW6 DELIVERABLES

- Provide timely and efficient speech writing services in support of ongoing departmental initiatives;
- Provide speech and/or speeches to the Project Authority and make revisions if necessary and as requested by the Project Authority;
- Provide electronic and/or hard copies of the speech drafts and final versions;
- Submit all documents in electronic format in the current version of Microsoft Word used by the Department;

SW7 TECHNICAL SPECIFICATIONS

The Contractor will write and edit various texts for speeches in plain language as requested by the Project Authority. The services provided by the Contractor must meet the requirements of the ISC Communications Branch's Corporate Communications Directorate. These requirements include adhering to specific direction regarding length, tone, messaging and storyline. They also require adhering to the writing, editing and publishing standards followed by the Department and the Government of Canada.

These standards will be provided by the Department through:

- Briefing sessions;
- Materials or information available ;
- Use of the most current version of *The Canadian Style: A Guide to Writing and Editing*, published by Dundurn Press Limited in cooperation with Public Services and Procurement Canada Translation Bureau (serves as the standard reference in quality controlling communications products);
- Use of Termium, the Government of Canada's terminology bank and Words Matter, the Departmental terminology bank on Indigenous matters.

Contractor tasks for writing English speeches for the Minister and Senators (for legislative purposes), the Parliamentary Secretary, Members of Parliament (when representing the Minister), Deputy Ministers and Associate Deputy Ministers will include:

1. Performing independent research and analyzing and synthesizing information received from the Department;
2. Searching for information on the organization, programs and policies, the media and the broad public environment, identifying issues and analyzing any implications for the Minister, Parliamentary Secretary, Deputy Ministers and/or Associate Deputy Ministers;
3. Offering strategic advice and approaches for addressing critical issues with respect to speech content;
4. Working with the Department Communications Branch to develop, research and write speeches for the Ministers, Senators (for legislative purposes), the Parliamentary Secretary, Deputy Ministers and/or Associate Deputy Ministers;
5. Adhering to instructions provided by the Department staff to ensure compliance with governmental and Departmental communications policies, standards, practices, procedures and guidelines

SW8 WORK LOCATION

All work must be conducted at the Contractor's facility. Should the contractor need to come on Government of Canada premises he will be escorted at all time while on Government of Canada's restricted access areas.

SW9 DEPARTMENTAL SUPPORT

ISC will assist the Contractor with the following information:

- Draft documents to be edited, translated, and fully reviewed;
- Access to any other materials relevant to these services.

ANNEX "B"
BASIS OF PAYMENT

In consideration of the contractor satisfactorily completing all of its obligations under the call-up, the Contractor will be paid an all-inclusive per hourly rates stipulated in the call-up as indicated below:

Professional fees not to exceed \$ _____

Period		Bidder's all-inclusive hourly rate A	Bidder's "rush" all-inclusive hourly rate B	Averaged all-inclusive hourly rate (C=A+B/2)
1	Initial Contract Award to March 31, 2023			
2	Year 2 April 1, 2023 to March 31, 2024			
3	Year 3 April 1, 2024 to March 31, 2025			
4	Option Year 1 April 1, 2025 to March 31, 2026			
5	Option Year 2 April 1, 2026 to March 31, 2027			
Total of averaged all-inclusive hourly rate (C=1+2+3+4+5)				

ANNEX "C" SECURITY REQUIREMENT CHECKLIST



Affaires autochtones et
Développement du Nord Canada

Aboriginal Affairs and
Northern Development Canada

Contract Number / Numéro du contrat
1000231944

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE	
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région Communications, Corporate Communications and Marketing	2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type :
3. Brief Description of Work / Brève description du travail Speech Writing Services	
4. Contract Amount / Montant du contrat 300,000 \$	6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :
5. Contract Start and End date / Date de début et de fin du contrat Contract Award to / au 2024-03-31	
7. Will the supplier require / Le fournisseur aura-t-il :	
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)	
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)	
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS	
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir /entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties?	
If yes, specify: / Si oui, spécifiez :	
a) Email transmission / Transmission par courrier électronique :	<input type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :	<input type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :	<input type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
9.3 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* ?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) / Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécuritaire)	

10. SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	Please refer to question : Veuillez vous référer à la question :	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information /Assets Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information /Assets (off site) Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information /Assets (off site) Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission – e-mail Transmission TI - courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>				
IT Transmission – other Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>				
Remote Access to Network Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>				
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART C – PERSONNEL / PARTIE C – PERSONNEL

- 11.1 Personnel Security Screening Level Required:
Niveau d'enquête de la sécurité du personnel requis : N/A / Non requis Reliability/ Fiabilité Confidential/ Confidentiel Secret Top Secret/ Très secret
- 11.2 May unscreened personnel be used for portions of work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Non Yes Oui N/A / Non requis
12. 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

ANNEX "D"
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 call-up(s) issued against the Standing Offer resulting from this Request for Standing Offers who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (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;

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 Standing Offer and any resulting call-ups (contracts). I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the period of the Standing Offer or call-up (contract). 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 Standing Offer and call-up (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 any resulting Contract and who require access to federal government workplaces where they may come into contact with public servants.