



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to / Propositions aux:

Statistics Canada / Statistique 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Date of Solicitation – Date de l’invitation: February 07, 2022

Address inquiries to – Adresser toute demande de renseignements à:

statcan.macs-bids-smc-soumissions.statcan@canada.ca

**Area code and Telephone No.
Code régional et N° de téléphone**
(613) 402-7636

**Facsimile No.
N° de télécopieur**
N/A

Destination

MACS BIDS

Attn : AJ Omary

statcan.macs-bids-smc-soumissions.statcan@statcan.gc.ca

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions :

Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Solicitation No – N° de l’invitation :

J049929/A

Solicitation closes – L’invitation prend fin

At – à : 14:00 EST / 14 h EST

On – le : March 09, 2022

Update – Mise à jour :

Delivery required – Livraison exigée

Delivery offered – Livraison proposée

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’impression).

Name – Nom :

Title – Titre :

Vendor Name and Address – Raison sociale et adresse du fournisseur

Facsimile No – N° de télécopieur :

Telephone No – N° de téléphone :

Signature

Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 INTRODUCTION..... 4

1.2 SUMMARY 4

1.3 SECURITY REQUIREMENT 5

1.4 TRADE AGREEMENTS..... 5

1.5 COVID-19 VACCINATION REQUIREMENT 5

1.6 DEBRIEFINGS 5

PART 2 - BIDDER INSTRUCTIONS..... 6

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 6

2.2 SUBMISSION OF BIDS 6

2.3 FORMER PUBLIC SERVANT 6

2.4 ENQUIRIES - BID SOLICITATION..... 7

2.5 APPLICABLE LAWS 8

2.6 BID CHALLENGE AND RECOURSE MECHANISMS 8

PART 3 - BID PREPARATION INSTRUCTIONS..... 9

3.1 BID PREPARATION INSTRUCTIONS 9

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 13

4.1 EVALUATION PROCEDURES 13

4.2 BASIS OF SELECTION- HIGHEST COMBINED RATING OF TECHNICAL MERIT 60% AND PRICE 40%..... 14

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION..... 19

5.1 CERTIFICATIONS REQUIRED WITH THE BID 19

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 19

ATTACHMENT 1 TO PART 5 – ADDITIONAL CERTIFICATIONS 21

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 23

6.1 SECURITY REQUIREMENTS 23

PART 7 - RESULTING CONTRACT CLAUSES 24

7.1 STATEMENT OF WORK 24

7.2 STANDARD CLAUSES AND CONDITIONS 27

7.3 SECURITY REQUIREMENTS 33

7.4 TERM OF CONTRACT..... 33

7.5 AUTHORITIES 33

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS 34

7.8 INVOICING INSTRUCTIONS 35

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION..... 36

7.10 APPLICABLE LAWS 36

7.11 PRIORITY OF DOCUMENTS 36

7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR) (TBD AT CONTRACT AWARD)
36

7.13 INSURANCE 36

7.14 DISPUTE RESOLUTION 36

7.16 CONTRACT ADMINISTRATION 37

ANNEX A 38

STATEMENT OF WORK 38

APPENDIX A TO ANNEX A: EVALUATION CRITERIA AT TA STAGE..... 42

ANNEX B 43



BASIS OF PAYMENT.....	43
ANNEX C: SECURITY REQUIREMENTS CHECKLIST (SRCL).....	44
ANNEX D	47
TASK AUTHORIZATION FORM.....	47

List of Attachments to Part 3

ATTACHMENT 1 TO PART 3- ELECTRONIC PAYMENT INSTRUMENTS
ATTACHMENT 2 TO PART 3- PRICING SCHEDULE

List of Attachments to Part 4

ATTACHMENT 1 TO PART 4- TECHNICAL CRITERIA

List of Attachments to Part 5

ATTACHMENT 1 TO PART 5 - ADDITIONAL CERTIFICATIONS



PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six 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; and
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Task Authorization form, COVID-19 vaccination requirement, and any other annexes or attachments.

1.2 Summary

Statistics Canada requires senior resources with specialized expertise to provide integrated informatics and professional services to support its transition to OpenM++, a more modern microsimulation model development platform, and to support the development of a new dynamic microsimulation model. More specifically, Statistics Canada requires the following mandatory resources:

- One (1) senior microsimulation model expert with extensive experience working in Modgen and OpenM++, and,
- One (1) senior software developer with extensive experience developing microsimulation model technology

While these two (2) types of resources must be supplied, a Contractor may also be requested to supply (a) an intermediate level software developer, and/or (b) a junior level software developer, and/or (c) an intermediate level technical writer at the TA stage, subject to review and approval of the Project Authority.

The period of the contract will be from contract award to March 31, 2024.



1.3 Security Requirement

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

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Korea Free Trade Agreement, (CKTFA), Canada-Peru Trade Agreement (CPFTA), World Trade Organization (WTO), 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-Columbia Free Trade Agreement (CCoLFTA), Canada-Panama Free Trade Agreement (CPanFTA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Ukraine Free Trade Agreement (CUFTA) and Canada-UK Trade Continuity Agreement (Canada-UK TCA) if it is in force.

1.5 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.

1.6 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.

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the Procurement Ombudsman Regulations or visit the OPO website.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan".

2.2 Submission of Bids

Bids must be submitted only to Statistics Canada (StatCan) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to StatCan 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**
If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**
If so, the Bidder must provide the following information:

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

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

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 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I:	Technical Bid: one (1) soft copy by e-mail in a “pdf” format;
Section II:	Financial Bid: one (1) soft copy by e-mail in a “pdf” format;
Section III:	Certifications: one (1) soft copy by e-mail in a “pdf” format.
Section IV:	Additional Information: one (1) soft copy by e-mail in a “pdf” format.

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with Attachment 2 to Part 3 – Pricing Schedule. The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3- Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3- Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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



Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. 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;
4. 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;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;and
 - b) for each proposed location of work performance or document safeguarding, the address containing the information below:



Attachment 1 to Part 3- Electronic Payment Instruments

ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International)



ATTACHMENT 2 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 rates (in Can).

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 included in this pricing schedule include 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.

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.

Initial Contract Period			
Contract Award to March 31, 2024			
(A)	(B)	(C)	(D)
Resource Category	Estimated Level of Effort (Days)	Firm Per Diem Rate	Extended Price D= BXC
Senior Microsimulation Model Expert	275	\$	\$
Senior Software Developer	275	\$	\$
Intermediate Software Developer	50	\$	\$
Junior Software Developer	50	\$	\$
Technical Writer	50	\$	\$
Total Evaluated Price (Applicable Taxes excluded)			\$

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

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

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1.1 Joint Venture Experience

- a) 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.

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

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

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

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

- Contracts all signed by A;
 - Contracts all signed by B; or
 - Contracts all signed by A and B in joint venture, or
 - Contracts signed by A and contracts signed by A and B in joint venture, or
 - Contracts signed by B and contracts signed by A and B in joint venture.
- that show in total 100 billable days.



d) 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.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.3 Point-Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

For bid evaluation and Contractor selection purposes only, the total evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 2 to Part 3.

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

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;
2. Bids not meeting (a) or (b) 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 60% for the technical merit and 40% 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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
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.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.00 (45).



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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.55$	$92/135 \times 60 = 40.88$
	Pricing Score	$45/55 \times 40 = 32.72$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.83	75.55	80.88
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

1. Mandatory Criteria (MC)

For evaluation purposes of the mandatory criteria below, a **year of full-time equivalent experience** is defined as follows: *experience that is typically obtained through twelve (12) months of full-time work in the relevant domain.*

The supplier must clearly demonstrate that each of the mandatory technical evaluation criteria are met. In addition to detailed resumes for each proposed resource, the supplier must provide the following to demonstrate compliance with each criteria:

- 1) A separate, detailed written demonstration that each criteria is met, including specific examples, as well as supporting documents such as publications, presentations or internal documents which provide substantiation for the written demonstration.
- 2) Where the relevant experience took place in the context of a team project, the specific experience and accomplishments of a proposed resource must be clearly distinguished from those of other individuals.

The Bidder must propose two (2) mandatory resources as described in Annex A: Statement of Work. The criteria below must:

- 1) be met by at least one (1) of the two (2) proposed mandatory resources; and
- 2) each of the two (2) proposed mandatory resources must meet a minimum of one (1) of the criteria below:

No.	Mandatory Criteria (MC)	Referenced Section/Page in Bidder's Proposal	Pass/Fail
MC1	The Bidder must demonstrate that at least one (1) of the proposed resources has a minimum of five (5) years of <i>full-time equivalent experience</i> developing OpenM++.		
MC2	The Bidder must demonstrate that at least one (1) of the proposed resources has (a) a minimum of ten (10) years of <i>full-time equivalent experience</i> as a senior software developer, and (b) a minimum of ten (10) years of full-time equivalent experience developing software using C/C++.		
MC3	The Bidder must demonstrate that at least one (1) of the proposed resources has a minimum of one (1) year of <i>full-time equivalent experience</i> developing dynamic microsimulation models using OpenM++ and/or converting and testing models developed in other languages to work in OpenM++.		
MC4	The Bidder must demonstrate that at least one (1) of the proposed resources has a minimum of ten (10) years of <i>full-time equivalent experience</i> as a senior designer/developer of dynamic microsimulation models.		



2. Point-Rated Criteria

For evaluation purposes of the rated criteria below, a **year of full-time equivalent experience** is defined as follows: *experience that is typically obtained through twelve (12) months of full-time work in the relevant domain.*

The supplier must clearly demonstrate the experience being evaluated for each rated criteria. In addition to detailed resumes, the supplier must provide the following:

- 1) A separate, detailed written demonstration that each criteria is met, including specific examples, as well as supporting documents such as publications, presentations or internal documents which provide substantiation for the written demonstration.
- 2) Where the relevant experience took place in the context of a team project, the specific experience and accomplishments of a proposed resource must be clearly distinguished from those of other individuals.

The Bidder must use the same two (2) mandatory resources proposed for the mandatory criteria to demonstrate the point-rated criteria as applicable.

The scoring for criteria R1 to R4 will be based on **years of full-time equivalent experience**, with specific points to be assigned as follows:

RC #	Rated Criteria (RC)	Max Points	Scoring Method (0 points if not mentioned specifically)	Referenced Section/Page in Bidder's Proposal
PRC1	The Bidder should demonstrate that one (1) of the proposed resources has experience developing Modgen or using Modgen to develop microsimulation models.	20	1 year or more to less than 2 years = 4 points 2 years or more to less than 5 years = 10 points 5 years or more to less than 10 years = 16 points 10 years or more = 20 points	
PRC2	The Bidder should demonstrate that one (1) of the proposed resources has experience in developing domain-specific language compilers or interpreters using compiler-compiler technologies and C++.	10	1 year or more to less than 2 years = 2 points 2 years or more to less than 5 years = 5 points 5 years or more to less than 10 years = 8 points 10 years or more = 10 points	
PRC3	The Bidder should demonstrate that one (1) of the proposed resources has experience in providing technical and/or professional support to microsimulation model developers.	10	1 year or more to less than 2 years = 2 points 2 years or more to less than 5 years = 5 points 5 years or more to less than 10 years = 8 points 10 years or more = 10 points	
RC4	The Bidder should demonstrate that one (1) of the proposed resources has experience in	10	1 year or more to less than 2 years = 2 points 2 years or more to less	



RC #	Rated Criteria (RC)	Max Points	Scoring Method (0 points if not mentioned specifically)	Referenced Section/Page in Bidder's Proposal
	making contributions to the design and/or development of dynamic socio-economic microsimulation population models of the Canadian population that have either been employed for policy analysis by a government, or the outputs of which have been published in a peer-reviewed academic journal, or presented at an academic or professional conference.		than 5 years = 5 points 5 years or more to less than 10 years = 8 points 10 years or more = 10 points	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 COVID-19 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, 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.

Refer to Attachment 1 to Part 5, Additional Certifications

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for



employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

Refer to Attachment 1 to Part 5, Additional Certifications

5.2.3.1 Status and Availability of Resources

SACC *Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

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



Attachment 1 to Part 5 – Additional Certifications

1. COVID-19 VACCINATION REQUIREMENT CERTIFICATION

Additional Certifications Required with the Bid

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, 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.

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 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 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.

2) Status and Availability of Resources

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

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

3) Education and Experience

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



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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



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 at Annex A.

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

A. Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D Task Authorization Form. An authorized TA is a completed Annex D signed or approved in writing by the TA Authority.

C. TA Authority and Limit

All TAs must be authorized by the Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations, not being exceeded.

E. TA Process

1. For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D, Task Authorization Form, containing as a minimum:
 - I. the task or revised task description of the Work required, including:



- a) the details of the activities or revised activities to be performed;
 - b) a description of the deliverables or revised deliverables to be submitted; and
 - c) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- II. the Contract security requirements applicable to the task or revised task;
 - III. the Contract basis of payment applicable to the task or revised task; and
2. Within two (2) days of its receipt of the request, the Contractor must provide the Project Authority with a dated email reply to the TA form received from the Project Authority, containing as a minimum:
- i. the confirmation that the task or revised task will be performed as stated and in accordance with Annex B, Basis of Payment; and
 - ii. for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :
 - a) the name of the proposed resource;
 - b) the resume of the proposed resource; and
 - c) a demonstration that the proposed resource meets the Contract security requirements.

F. TA Authorization

1. The TA Authority will authorize the TA based on:
 - i. the request submitted to the Contractor pursuant to paragraph F of this clause;
 - ii. the Contractor's response received, submitted pursuant to paragraph F of this clause; and
 - iii. the agreed total estimated cost for performing the task or, as applicable, revised task
2. The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F of this clause.
3. The authorized TA will be issued to the Contractor either by email as an email attachment in PDF format, by mail and/or by facsimile. The original version will follow either by email as an email attachment in PDF format, by mail and/or by facsimile.

G. Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

1. "**Maximum Contract Value**" means the sum specified in the "Limitation of Expenditure" set out in the contract
2. "**Minimum Contract Value**" means 5% of the Maximum Contract Value.
3. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 4 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the



Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

4. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
5. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

H. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.
2. The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.
3. The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

4. The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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



I. Refusal of Task Authorizations

The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least five instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 1%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

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.

7.2.2 Supplemental Conditions

Canada to Own Intellectual Property Right in Foreground Information

01 Interpretation

02 Disclosure of Foreground Information

03 Canada to Own Intellectual Property Rights in Foreground Information

04 License to Intellectual Property Rights in Background Information

05 Right to License

06 Access to Information; Exception to Contractor Rights

07 Waiver of Moral Rights

08 Copyright (Re: 6.5)

09 License Grant to Contractor



01 Interpretation

1. In the Contract,

"Background Information" means all Technical Information that is not Foreground Information and that is proprietary to or the confidential information of the Contractor, its Subcontractors or any other supplier of the Contractor;

"Firmware" means any computer program stored in integrated circuits, read-only memory or other similar devices;

"Foreground Information" means any Invention first conceived, developed or reduced to practice as part of the Work under the Contract and all other Technical Information conceived, developed or produced as part of the Work under the Contract;

"Intellectual Property Right" means any information or knowledge of an industrial, scientific, technical, commercial, literary, dramatic, artistic or otherwise creative nature relating to the Work, whether oral or recorded in any form or medium and whether or not subject to copyright; this includes but is not limited to any inventions, designs, methods, processes, techniques, know-how, show-how, models, prototypes, patterns, samples, schematics, experimental or test data, reports, drawings, plans, specifications, photographs, manuals and any other documents, Software, and Firmware;

"Invention" means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement in any art, process, machine, manufacture or composition of matter, whether or not patentable;

"Software" means any computer program whether in source or object code (including Firmware), any computer program documentation recorded in any form or medium, and any computer database, and includes modifications to any of the foregoing;

"Technical Information" means all information of a scientific, technical or artistic nature relating to the Work, whether oral or recorded in any form or medium and whether or not subject to copyright, including but not limited to any Inventions, designs, methods, processes, techniques, know-how, models, prototypes, patterns, samples, schematics, experimental or test data, reports, drawings, plans, specifications, photographs, collections of information, manuals and any other documents, and Software. Technical Information does not include data concerned with the administration of the Contract by Canada or the Contractor, such as internal financial or management information, unless it is a deliverable under the Contract.

02 Disclosure of Foreground Information

1. The Contractor shall promptly report and fully disclose to the Minister all Foreground Information that could be Inventions, and shall report and fully disclose to the Minister all other Foreground Information not later than the time of completion of the Work or at such earlier time as the Minister or the Contract may require.
2. Before and after final payment to the Contractor, the Minister shall have the right to examine all records and supporting data of the Contractor which the Minister reasonably deems pertinent to the identification of Foreground Information;
3. For any Intellectual Property that was developed or created in relation to the Work, Canada will be entitled to assume that it was developed or created by Canada.



03 Canada to Own Intellectual Property Rights in Foreground Information

1. Without affecting any Intellectual Property Rights or interests therein that have come into being prior to the Contract, all Intellectual Property Rights in the Foreground Information shall immediately, as soon as they come into existence, vest in and remain the property of Canada. The Contractor shall have no right in or to any such Intellectual Property Rights in the Foreground Information except any right that may be granted in writing by Canada.

2. The Contractor shall incorporate the copyright symbol and either of the following copyright notices, as appropriate, into all Foreground Information that is subject to copyright, regardless of the form in or medium upon which it is recorded:

(c) HER MAJESTY THE QUEEN IN RIGHT OF CANADA (year)

or

(c) SA MAJESTÉ LA REINE DU CHEF DU CANADA (year)

3. (i) For greater certainty, the Contractor agrees that where the Work under the Contract involves the preparation of a database or other compilation using information or data supplied by Canada or personal information referred to in paragraph (ii), then the Contractor shall not use or disclose any such information or data or personal information for any purpose other than completing the Work under the Contract. The Contractor shall not dispose of such information or data or personal information except by returning it to Canada. The Contractor shall comply with the General Conditions of the Contract in regard to maintaining the confidentiality of such information, data, or personal information. Unless the Contract otherwise expressly provides, the Contractor shall deliver to Canada all such information, data, or personal information, together with every copy, draft, working paper and note thereof that contains such information, data, or personal information upon completion or termination of the Contract or at such earlier time as the Minister may require.

(ii) For greater certainty and without limiting sub-section 03(1), if the Work under the Contract involves the collection of personal information as that term is defined in the Privacy Act (R.S.C.,c. P-21), then all Intellectual Property Rights in and title to that personal information shall, immediately upon the collection of it by the Contractor, vest in Canada, and the Contractor shall have no right or interest in it.

4. The Contractor shall execute such conveyances or other documents relating to the Intellectual Property Rights in the Foreground Information as the Minister may require, and the Contractor shall, at Canada's expense, afford the Minister all reasonable assistance in the preparation of applications and in the prosecution of any applications for registration of any Intellectual Property Right in any jurisdiction, including without limitation the assistance of the inventor in the case of Inventions.

04 License to Intellectual Property Rights in Background Information

1. The Contractor grants to Canada a license to use the Background Information to the extent that it is reasonably necessary for Canada to exercise fully all its rights in the deliverables and in the Foreground Information. This license is non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free. The license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.
2. For greater certainty, Canada's license in the Background Information includes, but is not limited to:
 - a. the right to disclose the Background Information to third parties bidding on or negotiating contracts with Canada and to sublicense or otherwise authorize the use of that information by any contractor engaged by Canada solely for the purpose of carrying out such contracts. Canada will require these third parties and contractors



- not to use or disclose that information except as may be necessary to bid, negotiate or carry out those contracts;
- b. the right to disclose the Background Information to other governments for information purposes;
 - c. the right reproduce, modify, improve, develop or translate the Background Information or have it done by a person hired by Canada. Canada, or a person designated by Canada, will own the Intellectual Property Rights associated with reproduction, modification, improvement, development or translation;
 - d. without restricting the scope of any license or other right in the Background Information that Canada may otherwise hold in relation to any custom-designed or custom-manufactured part of the Work, the right to use and disclose to a contractor engaged by Canada the Background Information for the following purposes:
 - i. For the use, operation, maintenance, repair or overhaul of the custom-designed or custom-manufactured parts of the Work;
 - ii. In the manufacturing of spare parts for maintenance, repair or overhaul of any custom-designed or custom-manufactured part of the Work by Canada if those parts are not available on reasonable commercial terms to enable timely maintenance, repair or overhaul.
3. The Contractor agrees to make the Background Information, including in the case of Software, the source code, promptly available to Canada for any purpose mentioned above. The license does not apply to any Software that is subject to detailed license conditions that are set out elsewhere in the Contract. Furthermore, in the case of commercial off-the-shelf software, the Contractor's obligation to make the source code promptly available to Canada applies only to source code that is within the control of or can be obtained by the Contractor or any subcontractor.
4. The Contractor represents and warrants that it has the right to grant to Canada the license and any other rights to use the Background Information. If the Intellectual Property Rights in any Background Information are owned by a subcontractor or any other third party, the Contractor must have a license from that subcontractor or third party that permits compliance with section 4 or arrange, without delay, for the subcontractor or third party to grant promptly the required license directly to Canada.”

05 Right to License

The Contractor represents and warrants that the Contractor has, or the Contractor undertakes to obtain, the right to grant to Canada the license to exercise the Intellectual Property Rights in the Background Information as required by the Contract.

06 Access to Information; Exception to Contractor Rights

1. Subject to the Access to Information Act, R.S.C., c. A-1 and to any right of Canada under the Contract, Canada shall not release or disclose outside the Government of Canada any Background Information delivered to Canada under the Contract that is confidential information or a trade secret of the Contractor or a Subcontractor.
2. Nothing in these terms and conditions shall be construed as limiting Canada's right to exercise the Intellectual Property Rights in any Background Information, or to disclose any Background Information, to the extent that such information:
 1. is or becomes in the public domain, or to the extent that the Contractor does not benefit from or ceases to benefit from any intellectual property rights protection for such information under legislation or at law (other than under the terms of the Contract), for any reason including as a result of Canada's use or disclosure of deliverables under the Contract for any purpose whatever that is not expressly excluded under the Contract;



2. is or becomes known to Canada from a source other than the Contractor, except from any source that is known to Canada to be under an obligation to the Contractor not to disclose the information;
3. is independently developed by or for Canada; or
4. is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

07 Waiver of Moral Rights

1. The Contractor shall provide to Canada, at the completion of the Work or at such other time as the Minister may require, a written permanent waiver of moral rights (as that term is defined in the Copyright Act, R.S.C., c. C-42), in a form acceptable to the Minister, from every author that contributed to any Foreground Information which is subject to copyright protection and which is deliverable to Canada under the terms of the Contract.
2. If the Contractor is an author of the Foreground Information referred to in subsection 1, the Contractor hereby permanently waives the Contractor's moral rights in that Foreground Information.

08 Copyright

1. In this section, "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists, but does not include computer programs and related software documentation.

"Moral Rights" has the same meaning as in the Copyright Act, R.S.C. 1985, c. C-42.

2. Copyright in the Material shall vest in Canada and the Contractor shall incorporate in all Material the copyright symbol and either of the following notices, as appropriate:

(c) HER MAJESTY THE QUEEN IN RIGHT OF Canada (year)

or

(c) SA MAJESTÉ LA REINE DU CHEF DU CANADA (year)

3. At the completion of the Contract, or at such other time as the Contract or the Minister may require, the Contractor shall fully and promptly disclose to the Minister all Material created or developed under the Contract.

4. Where copyright in any Material vests in Canada under the Contract, the Contractor shall execute such conveyances and other documents relating to title or copyright as the Minister may require.

5. The Contractor shall not use, copy, divulge or publish any Material except as is necessary to perform the Contract.

6. At the request of the Minister, the Contractor shall provide to Canada, at the completion of the Work or at such other time as the Minister may require, a written permanent waiver of Moral Rights, in a form acceptable to the Minister, from every author that contributed to the Material.

7. If the Contractor is an author of the Material, the Contractor hereby permanently waives the Contractor's Moral Rights in respect of the Material.



Termination by mutual consent

a. On rare occasions both parties may agree to termination without claims or penalties, usually where the client has requested full or partial termination of a contract, the contractor has incurred minor or no expenses and is willing to forego a claim, and the matter may be settled at no cost to Canada.

b. Termination by mutual consent does not apply when it is in Canada's interest to issue a termination for default or when the contractor claims additional costs following the reduction or cancellation of all or a portion of the contract.

c. On receiving the client's request for termination by mutual consent, the contracting officer should request the contractor to confirm that no claim is involved, and must refer the matter to Legal

• Services in accordance with 8.135.35 Involvement of Legal Services in Cases of Termination. The standard Procurement clause re: termination for mutual consent can be referenced here.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditionsmanual/>

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09 License Grant to Contractor

1. Canada grants to the Contractor a license to exercise all Intellectual Property Rights in the Foreground Information for Canada's activities. Subject to any exception described in the Contract (e.g. protection of personal information), this license allows the Contractor to do anything that it would be able to do if it were the owner of the Foreground Information, other than transfer or assign ownership of it.

With respect to any Foreground Information in software created by the Contractor under the Contract, Canada grants the Contractor a license to use such Foreground under the MIT License to the extent that the Copyright Holder is "© Her Majesty the Queen in Right of Canada.

2. Third Party Components:

Canada acknowledges that the Contractor may be obligated to pass along notices from third parties in respect of certain components forming part of the Work, including, but not limited to, Software, (the "Third Party Components"). Notwithstanding anything to the contrary contained in the notices, the Contractor agrees that its obligations under this Contract extend to all components of the Contractor's solution including the Third Party Components.

The Contractor asserts that they have all rights to use, modify, provide and distribute all Software they employ in performing the Contract and that they have the right to allow Canada to publish in any way any work, including software, developed as part of the Contract.

3. With respect to all other materials, including documentation, Canada grants to the Contractor a license to use such materials under the Open Government License- Canada_version 2.0.

4. This license grant does not apply to data or personal information referred to above in paragraph 3 of article 03 Canada to Own Intellectual Property Rights in Foreground Information.



7.3 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. J049929

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, **PWGSC**.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, **PWGSC**.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: AJ Omary

Title: Coordinator

Organization: Statistics Canada

E-mail address: statcan.macs-bids-smc-soumissions.statcan@statcan.gc.ca

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

7.5.2 Project Authority (TBD at Contract Award)

The Project Authority for the Contract is:

Name:

Title:



Organization:
Address:
Telephone:
E-mail address:

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

7.5.3 Contractor's Representative (TBD at Contract Award)

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Bases of Payment

A) Firm Lot Price - Task Authorizations

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

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

B) Limitation of Expenditure: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure- Cumulative Total of all authorized TAs

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

7.7.3 Methods of Payment

H1000C (2008-05-12), Single Payment
H1008C (2008-05-12), Monthly Payment

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International)

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- i. the task authorization number, the resource category and level, number of days charged and the corresponding per diem rate; and
- ii. any other documents or information as requested by the Project Authority or as specified in the Contract.

2. Invoices must be distributed as follows:

- i. One (1) electronic copy must be forwarded to the following address for certification and payment.

Email: financecounter@statcan.gc.ca

- ii. One (1) electronic must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract.



7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

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 supplemental general conditions
- c) the general conditions [2035](#) (2021-12-02), Higher Complexity - Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) the signed Task Authorizations (including all of its annexes, if any); and;
- h) the Contractor's bid dated _____, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award:", as clarified on _____" or ",as amended on _____" and insert date(s) of clarification(s) or amendment(s)).

7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor) (TBD at Contract Award)

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

Or

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

7.13 Insurance

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

7.14 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](#)".

7.16 Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the OPO website.



ANNEX A

STATEMENT OF WORK

1.0 Title

Open M++ Development and Support and Dynamic Microsimulation Model Development Services.

2.0 Background and Objective

Statistics Canada uses a highly specialized microsimulation model development platform to develop and maintain its dynamic microsimulation models. Statistics Canada is in the process of transitioning from using Modgen for these purposes to using OpenM++, a largely compatible modern successor. This process requires significant enhancements to OpenM++ in order to meet Statistics Canada's model development needs. It also requires the supply of ongoing support for the use of OpenM++ and for the transition of existing models from Modgen to OpenM++.

More detail regarding OpenM++ is available at the OpenM++ wiki:

[Home - openmpp/openmpp.github.io Wiki](https://openmpp.github.io)

Further information regarding Modgen can be found at:

<https://www.statcan.gc.ca/eng/microsimulation/modgen/new/introduction/introduction>

In addition, Statistics Canada is in the process of developing a new dynamic microsimulation model in collaboration with Employment and Social Development Canada (ESDC) and HEC Montreal, and has a requirement for expert professional services to help expedite its development. This new model is being developed using OpenM++, and a number of the associated development decisions require OpenM++ expertise in addition to dynamic microsimulation design and development expertise.

3.0 Resource Requirements

Statistics Canada requires senior resources with specialized expertise to provide integrated informatics and professional services to support its transition to OpenM++, a more modern microsimulation model development platform, and to support the development of a new dynamic microsimulation model. More specifically, Statistics Canada requires the following mandatory resources:

- One (1) senior microsimulation model expert with extensive experience working in Modgen and OpenM++, and,
- One (1) senior software developer with extensive experience developing microsimulation model technology

While these two (2) types of resources must be supplied, a Contractor may also be requested to supply (a) an intermediate level software developer, and/or (b) a junior level software developer, and/or (c) an intermediate level technical writer at the TA stage, subject to review and approval of the Project Authority. If any of these optional additional resources are proposed for any resulting TA, they must meet the mandatory criteria as outlined in Appendix A to Annex A: Evaluation Criteria at TA stage.



4.0 Project Requirements (Tasks and Deliverables)

As requested and specified by the Project Authority through Task Authorizations, resources may be required to perform tasks including, but not limited to, the following:

- a) Design, develop and implement new features and capabilities in OpenM++. Examples of new features and capabilities likely to be requested include but are not limited to:
 - (1) the capacity to robustly tabulate changes at the entity level between a base run and one or more variant runs, for example the count and characteristics of winners and losers resulting from changes in government tax and transfer programs, including statistical measures of uncertainty which include the effect of correlation between base and variant runs
 - (2) functionality which allows the analyst to examine the detailed characteristics and attributes of individual entities during the course of the simulation of both case-based and time-based models
 - (3) functionality to support the alignment of dynamic microsimulation models working in both continuous and discrete time to externally imposed targets during the simulation, using event queue look-ahead
 - (4) additional functionality to aid the identification of logic errors in model code, and
 - (5) additional functionality and improvements to the OpenM++ browser-based interface and the OpenM++ command-line interface, and the API for script-based control of models.

All modifications and enhancements to OpenM++ must be made available as open source under the MIT license, and any third party source code used must be compatible with the MIT license: (<https://github.com/openmpp/main/blob/master/LICENSE.txt>). The technologies currently used in OpenM++ are mentioned in the OpenM++ wiki (referenced above). Technologies used include C++17, go, bison, flex, node.js, vendor-independent SQL, MPI for cluster or cloud computing. All modifications and enhancements to OpenM++ must be supported in Windows and Linux, at a minimum. Supported IDE's for model development are Visual Studio, VS Code, and Xcode.

- b) Provide general OpenM++ technical support to specified clients;
- c) Investigate and fix bugs in OpenM++ that are identified by users or through internal testing;
- d) Perform ongoing testing as OpenM++ evolves to verify that OpenM++ and Modgen generate the same results across a diverse suite of dynamic microsimulation models that includes some of Statistics Canada's main models;
- e) Consult with Statistics Canada informatics staff as required to ensure that versions of OpenM++ can be utilized with the current and forthcoming Statistics Canada IT infrastructure and the versions of Microsoft Visual Studio currently used by Statistics Canada;
- f) Provide advice and consult with Statistics Canada informatics staff as necessary regarding the compatibility of OpenM++ and the broader informatics environment at Statistics Canada, including security assessments and bilingual support;
- g) Develop technical and user documentation of OpenM++; examples include a comprehensive online hyper-linked document fully documenting the OpenM++ implementation of the Modgen language, and how-to documents with worked example models, for example, on the analysis workflow of a microsimulation model in OpenM++ or on probabilistic analysis based on parameter uncertainty;
- h) Develop training materials for OpenM++ users;



- i) Provide OpenM++ training and knowledge transfer to Statistics Canada informatics staff;
- j) Assist specified clients to develop cross-compatible versions of their microsimulation models, i.e., which work in both Modgen and OpenM++;
- k) Assist specified clients who wish to use advanced OpenM++ capabilities which are not cross-compatible, such as ordinal statistics in tables and function hooks to self-scheduling attributes;
- l) Provide expert advice on microsimulation model design and architecture;
- m) Design, develop and test various model prototypes;
- n) Perform and document code reviews of specified microsimulation models.

SW.5.0 REPORTING REQUIREMENTS

- i. The Contractor must provide monthly status reports to the Project Authority the progress of assigned work, issues, risks, and changes that may impact the overall project delivery schedule or any relevant project's aspect, work planned for the next period and associated project deliverables.
- ii. The Contractor must provide other ad hoc written or oral status updates upon request from the Project Authority in relation to the project.
- iii. The Contractor must immediately report to the Project Authority any risks, issues and changes which might affect the progress of the work and, in the opinion of the Contractor require escalation to resolve.

SW.6.0 ACCESSIBILITY

The deliverables produced as part of the scope of work (methodology, schedule, training materials, presentations, interim and final reports, and any other components to be reviewed or form part of the deliverables) must be delivered in an accessible format, in compliance with relevant accessibility requirements of the Harmonized European Standard, EN 301 549 (2018). The Contractor must ensure that accessibility features are enabled for their IT solutions and equipment, by consulting with end-users, leveraging international accessibility standards or portions of them, and upholding universal design principles.

Where documents are provided in more than one format (for example in PDF and Excel format), at least one of these must be accessible. The accessible version must provide equivalent information to the inaccessible version. A notice must be posted indicating which format is accessible. The provision of tools and services, and all associated costs, to make the components and deliverables of this project accessible will be at the Contractor's expense.

SW.7.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.7.1 Contractor's Obligations

In addition to the obligations outlined in Section 4 of this Statement of Work, the Contractor must:

- i. submit all written reports in electronic Microsoft Office Formats (Word, Excel, PowerPoint, and MS Project);
- ii. attend meetings with stakeholders, as necessary;
- iii. participate in teleconferences, as needed;
- iv. attend meetings at Statistics Canada sites, as required;
- v. provide contact information for contact during regular work hours.



SW.7.2 StatCan Obligations

- i. provide access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc;
- ii. provide access to facilities and equipment if required (i.e. a workstation with a computer and associated equipment, etc.);
- iii. provide a laptop and/or workstation with access to Statistics Canada networks;
- iv. provide access to a staff member who will be available to coordinate activities;
- v. provide comments on draft reports within five (5 working days); and
- vi. provide other assistance or support.

SW.7.3 Location of Work, Work Site and Delivery Point

- i. The Contractor must be responsible for all costs related to its own personal expenses (eg. any required travel and associated costs between the Contractor's business facility or home and Statistics Canada's facilities) within the NCR; and
- ii. Contractor personnel will not be required to travel outside the NCR, but travel may be required from time to time within the NCR.

SW.7.4 Language of Work

All work performed in French or English. Deliverables will be submitted in English and no translation is required.

SW.7.5 Environmental Considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests and other correspondence and deliverables electronically.

SW.7.6 Statistics Canada Network Policy

Statistics Canada (StatCan) is a federal government Agency of approximately 5,500 employees. About 80% of the employees are located at the Agency's Headquarters site at Tunney's Pasture in Ottawa. The remaining 20% are located in nine regional office sites across Canada.

The Agency maintains two separate networks. A secure network (Network A) is prohibited from connection to public communications facilities and is permitted to process data that is confidential under the Statistics Act. An accessible network (Network B) permits public access under controlled conditions but there is no processing of confidential data. Both LAN A and LAN B use Ethernet technology with speeds of 10-100 megabits for users and 100 megabits or 1 Gigabit for servers.

To provide communications services between all StatCan offices across Canada, StatCan maintains a wide area network on both Network A and Network B (WAN A and WAN B). On WAN A all transmissions are hardware-encrypted. WAN B makes extensive use of firewalls and screening routers and has interfaces to external networks such as the Internet and Secure Channel/SCNet.

Confidential data may only be transmitted or received on Network B using procedures specifically approved for that purpose (encryption is required). A store-and-forward service for secure transfer of mail and other data between the two networks is provided.



Appendix A to Annex A: Evaluation Criteria at TA stage

For evaluation purposes of the mandatory criteria below, a **year of full-time equivalent experience** is defined as follows: *experience that is typically obtained through twelve (12) months of full-time work in the relevant domain.*

In addition to a detailed resume for the proposed resource, the supplier must include a separate, detailed written demonstration that the criteria is met.

MC #	Mandatory Criteria (MC)
MC1	The Bidder must propose an intermediate software developer and demonstrate that this resource has a minimum of five (5) years of <i>full-time equivalent experience</i> as a software developer.
MC2	The Bidder must propose a junior software developer resource and demonstrate that this resource has a minimum of two (2) years of years of <i>full-time equivalent experience</i> as a software developer.
MC3	The Bidder must propose an intermediate technical writer and demonstrate that this resource has a minimum of five (5) years of years of <i>full-time equivalent experience</i> as a technical writer.



ANNEX B

BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

Contract Period	
Contract Award to March 31, 2024	
Resource Category	Firm Per Diem Rate
Senior Microsimulation Model Expert	\$
Senior Software Developer	\$
Intermediate Software Developer	\$
Junior Software Developer	\$
Technical Writer	\$

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

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

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



Annex C: Security Requirements Checklist (SRCL)



Contract Number / Numéro du contrat J049929
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 STATISTICS CANADA	2. Branch or Directorate / Direction générale ou Direction Analytical Studies + Modelling	
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 Enhancement of openM++ microsimulation development platform; openM++ technical support; microsimulation model design services		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / 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 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified





Contract Number / Numéro du contrat J049929
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat J049929
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / 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).



ANNEX D

TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA) FORM			
Contractor:		Contract Number:	
Commitment #:		Financial Coding:	
Task Number:		Issue Date:	
Amendment Number:		Response Required by:	
1. Statement of Work (Work Activities, Tasks and Deliverables)			
Description of Services Required:			
2. Period of Services:	From (Date):	To (Date):	
3. Work Location & Address:			
4. Enhanced Reliability Clearance Required?	YES OR NO		
5. Contractor's Response for Open M++ Development and Support and Dynamic Microsimulation Model Development Services			
Resource Name	Resource Category	All-Inclusive Per Diem Rate	Total Cost
		\$	\$
		\$	\$
		\$	\$
Total			\$
Applicable Taxes			\$
Total Estimated Cost OR Total Firm Lot Price			\$
Contractor's Signature			
Name, Title and Signature of Individual Authorized to Sign on behalf of Contractor (type or print)		_____ Signature	
Name: Title:		_____ Date	
10. Approval – Contracting Authority			
Name, Title and Signature of Individual Authorized to Sign on behalf of Statistics Canada (type or print)		_____ Signature	
Name: Title:		_____ Date	
You are requested 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 services listed herein and in any attached sheets at the price set out thereof.			