



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

**Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC**

**11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Quebec**

**K1A0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division/Division des  
services professionnels en informatique

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Quebec

K1A0S5

<b>Title - Sujet</b> DHRIM professional services DIRHG Services Professionels	
<b>Solicitation No. - N° de l'invitation</b> W6369-210260/A	<b>Date</b> 2022-02-10
<b>Client Reference No. - N° de référence du client</b> W6369-210260	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$IPS-014-40551	
<b>File No. - N° de dossier</b> 014ips.W6369-210260	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2022-03-02</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hamelin, Nathalie	<b>Buyer Id - Id de l'acheteur</b> 014ips
<b>Telephone No. - N° de téléphone</b> (873) 355-3891 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**BID SOLICITATION  
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-  
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
RESOURCE CATEGORY - LEVEL 1, 2 AND 3**

**FOR**

**DEPARTMENT OF NATIONAL DEFENCE**

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**List of Annexes to the Resulting Contract:**

Annex A - Statement of Work

- Appendix A to Annex A – Tasking Assessment Procedure
- Appendix B to Annex A – Task Authorization Form
- Appendix C to Annex A – Resources Assessment Criteria and Response Table
- Appendix D to Annex A – Certification at the TA Stage

Annex B - Basis of Payment

Annex C – Security Requirement Check List

**Forms:**

- Form 1 – Bid Submission Form
- Form 2 – Mandatory Technical Criteria
- Form 3 – Point-Rated Technical Criteria
- Form 4 – Pricing Schedule
- Form 5 – Customer Reference Information
- Form 6 – Electronic Payment Instruments
- Form 7 – Federal Contractors Program for Employment Equity – Certification
- Form 8 – COVID-19 Vaccination Requirement Certification

**BID SOLICITATION  
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-  
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
RESOURCE CATEGORY - LEVEL 1, 2 AND 3**

**FOR**

**DEPARTMENT OF NATIONAL DEFENCE**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

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

The annexes include the Statement of Work and any other annexes.

**1.2 Summary**

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (DND) (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of 3 contracts for 2 year plus 3 one-year irrevocable options allowing Canada to extend the term of the contract(s).
- (c) 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA) and the Canada-Korea Free Trade Agreement (CKFTA).
- (e) The Federal Contractor’s Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled “Federal Contractors Program for Employment Equity – Certification.”
- (f) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled “Bidder Instructions”, and Part 3 entitled “Bid Preparation Instructions”, of the bid solicitation, for further information.
- (g) Only TBIPS SA Holders holding a TBIPS SA for Tier 2 at the time of bid closing, in all required resource categories in this solicitation in the National Capital Region (NCR) Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (h) This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel.
- (i) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (j) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.1 Application/Software Architect (PeopleSoft)	Level 3	1
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	2
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	15
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	4
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	8
A.4 ERP System Analyst (PeopleSoft)	Level 2	4
A.4 ERP System Analyst (PeopleSoft)	Level 3	5
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	3

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A.5 ERP Technical Analyst (PeopleSoft)	Level 3	4
A.7 Programmer Analyst	Level 2	1
A.7 Programmer Analyst	Level 3	1
A.8 System Analyst	Level 3	1
A.11 Tester	Level 2	3
I.1 Data Conversion Specialist	Level 3	1
I.10 Technical Architect	Level 2	1
P.11 Quality Assurance Specialist/Analyst	Level 3	1
C.3 IT Sec – TRA and C&A	Level 3	1
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	1
B.9 Courseware Developer	Level 2	1
B.9 Courseware Developer	Level 3	1
P.1 Change Management Consultant	Level 2	1
P.9 Project Manager	Level 2	1
P.9 Project Manager	Level 3	1
P.10 Project Scheduler	Level 1	1

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) 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>) issued by Public Works and Government Services Canada.
- (b) 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(s).
- (c) The 2003 (2020/05/28), Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
  - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 180 days
- (f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
  - 1. Facsimile
    - a. Bids may be submitted by facsimile.
      - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 418-566-6161.

### 2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page one of the bid solicitation.

**Note:** For bidders needing to register with epost Connect the email address is:  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**Interested Bidders must register a few days prior to solicitation closing date.**

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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 with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Former Public Servant

- (a) 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.

- (b) **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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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.

(c) **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:

- (i) name of former public servant;
- (ii) 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](#).

(d) **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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) 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.

**2.5 Applicable Laws**

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

**Note to Bidders:** Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

## 2.6 Volumetric Data

The data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

### INITIAL CONTRACT PERIOD (1 YEAR and YEAR 2) :

Initial Contract Period – Year 1 & Year 2		
RESOURCE CATEGORIES	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF DAYS
A.1 Application/Software Architect (PeopleSoft)	Level 3	480
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	960
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	7200
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	1920
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	3840
A.4 ERP System Analyst (PeopleSoft)	Level 2	1920
A.4 ERP System Analyst (PeopleSoft)	Level 3	2400
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	1440
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	1920
A.7 Programmer Analyst	Level 2	480
A.7 Programmer Analyst	Level 3	480
A.8 System Analyst	Level 3	480
A.11 Tester	Level 2	1440
I.1 Data Conversion Specialist	Level 3	480
I.10 Technical Architect	Level 2	480
P.11 Quality Assurance Specialist/Analyst	Level 3	480
C.3 IT Sec – TRA and C&A	Level 3	480
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	480
B.9 Courseware Developer	Level 2	480
B.9 Courseware Developer	Level 3	480
P.1 Change Management Consultant	Level 2	480
P.9 Project Manager	Level 2	480
P.9 Project Manager	Level 3	480
P.10 Project Scheduler	Level 1	480

### OPTION PERIODS:

Option Period – Year 3		
RESOURCE CATEGORIES	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF DAYS
A.1 Application/Software Architect (PeopleSoft)	Level 3	240
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	480
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	3600
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	960

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A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	1920
A.4 ERP System Analyst (PeopleSoft)	Level 2	960
A.4 ERP System Analyst (PeopleSoft)	Level 3	1200
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	720
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	960
A.7 Programmer Analyst	Level 2	240
A.7 Programmer Analyst	Level 3	240
A.8 System Analyst	Level 3	240
A.11 Tester	Level 2	720
I.1 Data Conversion Specialist	Level 3	240
I.10 Technical Architect	Level 2	240
P.11 Quality Assurance Specialist/Analyst	Level 3	240
C.3 IT Sec – TRA and C&A	Level 3	240
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	240
B.9 Courseware Developer	Level 2	240
B.9 Courseware Developer	Level 3	240
P.1 Change Management Consultant	Level 2	240
P.9 Project Manager	Level 2	240
P.9 Project Manager	Level 3	240
P.10 Project Scheduler	Level 1	240

<b>Option Period – Year 4</b>		
<b>RESOURCE CATEGORIES</b>	<b>LEVEL OF EXPERTISE</b>	<b>ESTIMATED NUMBER OF DAYS</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	240
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	480
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	3600
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	960
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	1920
A.4 ERP System Analyst (PeopleSoft)	Level 2	960
A.4 ERP System Analyst (PeopleSoft)	Level 3	1200
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	720
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	960
A.7 Programmer Analyst	Level 2	240
A.7 Programmer Analyst	Level 3	240
A.8 System Analyst	Level 3	240
A.11 Tester	Level 2	720
I.1 Data Conversion Specialist	Level 3	240
I.10 Technical Architect	Level 2	240
P.11 Quality Assurance Specialist/Analyst	Level 3	240
C.3 IT Sec – TRA and C&A	Level 3	240
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	240
B.9 Courseware Developer	Level 2	240
B.9 Courseware Developer	Level 3	240
P.1 Change Management Consultant	Level 2	240
P.9 Project Manager	Level 2	240
P.9 Project Manager	Level 3	240

P.10 Project Scheduler	Level 1	240
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<b>Option Period – Year 5</b>		
<b>RESOURCE CATEGORIES</b>	<b>LEVEL OF EXPERTISE</b>	<b>ESTIMATED NUMBER OF DAYS</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	240
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	480
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	3600
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	960
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	1920
A.4 ERP System Analyst (PeopleSoft)	Level 2	960
A.4 ERP System Analyst (PeopleSoft)	Level 3	1200
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	720
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	960
A.7 Programmer Analyst	Level 2	240
A.7 Programmer Analyst	Level 3	240
A.8 System Analyst	Level 3	240
A.11 Tester	Level 2	720
I.1 Data Conversion Specialist	Level 3	240
I.10 Technical Architect	Level 2	240
P.11 Quality Assurance Specialist/Analyst	Level 3	240
C.3 IT Sec – TRA and C&A	Level 3	240
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	240
B.9 Courseware Developer	Level 2	240
B.9 Courseware Developer	Level 3	240
P.1 Change Management Consultant	Level 2	240
P.9 Project Manager	Level 2	240
P.9 Project Manager	Level 3	240
P.10 Project Scheduler	Level 1	240

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada’s Buy and Sell website, under the heading “Bid Challenge and Recourse Mechanisms” contains information on potential complaint bodies such as:
- (i) Office of the Procurement Ombudsman (OPO)
  - (ii) 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

#### (a) Epost Connect Bid Submission

- (i) Canada requires that the Bidder submit their electronic bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
  - (A) Section I: Technical Bid
  - (B) Section II: Financial Bid
  - (C) Section III: Certifications
- (iii) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

#### (b) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) page size;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

#### (c) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.

#### (d) **Submission of Only One Bid:**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.

- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to a Bidder if:
  - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
  - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .

(e) **Joint Venture Experience:**

- (i) 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.

- (ii) 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.

- (iii) 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.

- (iv) 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.

### 3.2 Section I: Technical Bid

(a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Form 1 with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

(ii) **Substantiation of Technical Compliance**

- (A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Form 2 which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Form 2 where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Form 3 which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Form 3 where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada

may request that the Bidder direct Canada to the appropriate location in the documentation.

(iii) **Customer Reference Contact Information:**

- (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required of Form 2, CM1 and CM2.
- (B) The form of question to be used to request confirmation from customer references is as follows:

*"Has [the Bidder] provided your organization with the services described below?"*

**CM1:**

*The Bidder must provide two (2) contracts that demonstrate its experience providing PeopleSoft Human Capital Management (HCM) systems services, as a prime contractor.*

*Each single contract must have been:*

1. *for the support of PeopleSoft HCM system:*
  - a) *at version 8.9 or higher*
  - b) *using PeopleTools v. 8.49 or higher*
  - c) *for a minimum of 5,000 users*
2. *for a duration of 24 consecutive months within the last 60 months (as of bid solicitation date)*
3. *with a separate and distinct business client; and*
4. *for Work performed at the client site (i.e. not using a service delivery centre).*

**CM2:**

*The Bidder must demonstrate that it has provided qualified resources in one (1) of the two(2) contracts provided above (CM1), which include the following:*

1. *Have provided a minimum of six (6) resources working simultaneously for a period of at least twelve (12) consecutive months.*

*Yes, the Bidder has provided my organization with the services described above.*

*No, the Bidder has not provided my organization with the services described above.*

*I am unwilling or unable to provide any information about the services described above.*

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in the Pricing Schedule provided in Form 4. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
  - (i) the rate bid must not increase by more than 5% from one time period to the next, and
  - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:
  - (i) the rate bid for level three must be the same or higher than that bid for level two, and
  - (ii) the rate bid for level two must be the same or higher than the rate bid for level one.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**Note to Bidders:** *If Canada receives 4 or fewer Bids the same number of bids as in the article entitled "Phased Bid Compliance Process" by the bid solicitation closing date, the above sub-article entitled "Blank Prices" will not apply.*

- (f) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Form 6, Electronic Payment Instruments, to identify which ones are accepted. If Form 6, 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.

### 3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
- (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 5 working days of a request by the Contracting Authority.
  - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives four or fewer bids in response to the requirement by the bid solicitation closing date.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT

REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020/05/28), Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end

of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder’s Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.1.1.3 Phase II: Technical Bid

- (a) Canada’s review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or “CAR”) identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the “Remedy Period”) to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder’s response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

## **4.2 Technical Evaluation**

### **(a) Mandatory Technical Criteria:**

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

- (ii) The mandatory technical criteria are described in Form 2.
  - (iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.
- (b) **Point-Rated Technical Criteria:**
- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
  - (ii) The rated requirements are described in Form 3.
- (c) **Resources Evaluated at TA Stage**
- Resources will not be evaluated as part of this bid solicitation.
- Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled "Task Authorization". When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix C of Annex A.
- (d) **Reference Checks:**
- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders to be recommended for contract award.
  - (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid.. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
  - (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
  - (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
  - (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be

allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm’s length with the Bidder.

**4.3 Financial Evaluation**

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s).
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).
- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
  - (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.
  - (ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:
    - (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
    - (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:
 
$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$
    - (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

TABLE 1 - MAXIMUM POINTS ASSIGNED						
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (1 YEAR)	INITIAL CONTRACT PERIOD (2 YEAR)	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	TOTAL POINTS
A.1 Application/Software Architect (PeopleSoft) Level 3	15	15	15	15	15	<b>75</b>
A.2 ERP Functional Analyst (PeopleSoft) Level 2	10	10	10	10	10	<b>50</b>
A.2 ERP Functional Analyst (PeopleSoft) Level 3	15	15	15	15	15	<b>75</b>

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A.3 ERP Programmer Analyst (PeopleSoft) Level 2	10	10	10	10	10	50
A.3 ERP Programmer Analyst (PeopleSoft) Level 3	15	15	15	15	15	75
A.4 ERP System Analyst (PeopleSoft) Level 2	10	10	10	10	10	50
A.4 ERP System Analyst (PeopleSoft) Level 3	15	15	15	15	15	75
A.5 ERP Technical Analyst (PeopleSoft) Level 2	10	10	10	10	10	50
A.5 ERP Technical Analyst (PeopleSoft) Level 3	15	15	15	15	15	75
A.7 Programmer Analyst Level 2	10	10	10	10	10	50
A.7 Programmer Analyst Level 3	15	15	15	15	15	75
A.8 System Analyst	15	15	15	15	15	75
A.11 Tester	10	10	10	10	10	50
I.1 Data Conversion Specialist	5	5	5	5	5	25
I.10 Technical Architect	15	15	15	15	15	75
P.11 Quality Assurance Specialist/Analyst	5	5	5	5	5	25
C.3 IT Sec – TRA and C&A	15	15	15	15	15	75
B.5 Business Process Re-Engineering (BRP) Consultant	5	5	5	5	5	25
B.9 Courseware Developer Level 3	15	15	15	15	15	75
B.9 Courseware Developer Level 2	10	10	10	10	10	50
P.1 Change Management Consultant	10	10	10	10	10	50
P.9 Project Manager Level 3	15	15	15	15	15	75
P.9 Project Manager Level 2	10	10	10	10	10	50
P.10 Project Scheduler Level 1	5	5	5	5	5	25
<b>TOTAL</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>1375</b>

(iii) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.

(iv) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
<b>TOTAL</b>	300						
STEP 1 - Establishing the lower and upper median band limits for each year and each resource category							

(Median 1)	For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.
(Median 2)	For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.
(Median 3)	For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.
(Median 4)	For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.
(Median 5)	For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.
(Median 6)	For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.
<b>STEP 2 - Points Allocation:</b>	
<b>Bidder 1:</b>	
Programmer Year 1 =	75 points (lowest rate within the lower and upper median band limits)
Programmer Year 2 =	75 points (lowest rate within the lower and upper median band limits)
Business Analyst Year 1 =	50 points (lowest rate within the lower and upper median band limits)
Business Analyst Year 2 =	50 points (lowest rate within the lower and upper median band limits)
Project Manager Year 1 =	0 points (outside the lower and higher median band limits)
Project Manager Year 2 =	22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)
<b>Bidder 2:</b>	
Programmer Year 1 =	71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)
Programmer Year 2 =	66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Business Analyst Year 1 =	50 points (lowest price within the lower and upper median band limits)
Business Analyst Year 2 =	48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)
Project Manager Year 1 =	23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)
Project Manager Year 2 =	25 points (lowest price within the lower and upper median band limits)
<b>Bidder 3:</b>	
Programmer Year 1 =	66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Programmer Year 2 =	66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Business Analyst Year 1 =	46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)
Business Analyst Year 2 =	0 points (outside the lower and higher median band limits)
Project Manager Year 1 =	25 points (lowest price within the lower and upper median band limits)
Project Manager Year 2 =	25 points (lowest price within the lower and upper median band limits)
<b>STEP 3 - Financial Score:</b>	
<b>Bidder 1:</b>	75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points

<b>Bidder 2:</b>	71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points
<b>Bidder 3:</b>	66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

(d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **STEP 1 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 3 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 3 below.

TABLE 3 - MAXIMUM POINTS ASSIGNED						
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (1 YEAR)	INITIAL CONTRACT PERIOD (2 YEAR)	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	TOTAL POINTS
A.1 Application/Software Architect (PeopleSoft) Level 3	15	15	15	15	15	75
A.2 ERP Functional Analyst (PeopleSoft) Level 2	10	10	10	10	10	50
A.2 ERP Functional Analyst (PeopleSoft) Level 3	15	15	15	15	15	75
A.3 ERP Programmer Analyst (PeopleSoft) Level 2	10	10	10	10	10	50
A.3 ERP Programmer Analyst (PeopleSoft) Level 3	15	15	15	15	15	75
A.4 ERP System Analyst (PeopleSoft) Level 2	10	10	10	10	10	50
A.4 ERP System Analyst (PeopleSoft) Level 3	15	15	15	15	15	75
A.5 ERP Technical Analyst (PeopleSoft) Level 2	10	10	10	10	10	50
A.5 ERP Technical Analyst (PeopleSoft) Level 3	15	15	15	15	15	75
A.7 Programmer Analyst Level 2	10	10	10	10	10	50
A.7 Programmer Analyst Level 3	15	15	15	15	15	75
A.8 System Analyst	15	15	15	15	15	75
A.11 Tester	10	10	10	10	10	50
I.1 Data Conversion Specialist	5	5	5	5	5	25
I.10 Technical Architect	15	15	15	15	15	75
P.11 Quality Assurance Specialist/Analyst	5	5	5	5	5	25
C.3 IT Sec – TRA and C&A	15	15	15	15	15	75
B.5 Business Process Re-Engineering (BRP) Consultant	5	5	5	5	5	25
B.9 Courseware Developer Level 3	15	15	15	15	15	75

B.9 Courseware Developer Level 2	10	10	10	10	10	<b>50</b>
P.1 Change Management Consultant	10	10	10	10	10	<b>50</b>
P.9 Project Manager Level 3	15	15	15	15	15	<b>75</b>
P.9 Project Manager Level 2	10	10	10	10	10	<b>50</b>
P.10 Project Scheduler Level 1	5	5	5	5	5	<b>25</b>
<b>TOTAL</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>1375</b>

- (ii) **STEP 2 - FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

(e) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the National Capital Region in the relevant resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and
- (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(f) **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

**4.4 Basis of Selection**

(a) **Evaluation of Bid**

**Selection Process:** The following selection process will be conducted as follows:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.

(A) Calculation of Total Technical Score: the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points Form 3)}} \times 60 = \text{Total Technical Score}$$

(B) Calculation of Total Financial Score: the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned)}} \times 40 = \text{Total Financial Score}$$

(C) Calculation of the Total Bidder Score: the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$

- (iii) In the event of identical Total Bidder Scores occurring within, then the bid with the highest Total Technical Score will become the top-ranked bidder.

(b) **Contract Funding Allocation:** Where more than one contract is awarded, each contract issued will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:

- (i) in the event that only one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;
- (ii) where three contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:

Bidder	Total Bidder Score	Fund Allocation Formula (%)	Total Funds Allocated
1 <sup>st</sup> ranked	98	98/272 x 100 = 36.03	\$3,603,000.00
2 <sup>nd</sup> ranked	89	89/272 x 100 = 32.72	\$3,272,000.00

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3 <sup>rd</sup> ranked	85	$85/272 \times 100 = 31.25$	\$3,125,000.00
Total	272		\$10,000,000.00
Total funds available: \$10,000,000.00			

**NOTE: This is an example only. Actual numbers will be determined after bid evaluation**

- (b) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

## 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 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 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 provided will render the bid non-responsive.

#### (a) 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 website. (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html> ).

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

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

The Bidder must provide the Contracting Authority with a completed Form 7, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Form , Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

#### (b) COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders should provide with their bid, the COVID-19 Vaccination Requirement Certification Form 8, 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. If it is not provided with the bid, it must be provided before contract award and as requested by the Contracting Authority.

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(c) **Certification of Language - English Essential**

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

(d) **Submission of Only One Bid**

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.**

### **6.1 Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract, and
- (b) 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.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### **6.2 Financial Capacity**

- (a) SACC Manual clause A9033T (2012/07/16), Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Requirement

- (a) **TO BE INSERTED UPON CONTRACT AWARD** (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Department of National Defence (DND).
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** 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. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.
- (c) **Form and Content of draft Task Authorization:**
  - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
  - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
    - (A) the contract number;
    - (B) the task number;
    - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
    - (D) the categories of resources and the number required;

- (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (F) the start and completion dates;
  - (G) any option(s) to extend initial end date (if applicable);
  - (H) milestone dates for deliverables and payments (if applicable);
  - (I) the number of person-days of effort required;
  - (J) whether the work requires on-site activities and the location;
  - (K) the language profile of the resources required;
  - (L) the level of security clearance required of resources;
  - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (N) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (i) To be validly issued, a TA must be signed by the Contracting Authority.  
  
Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority.
- (f) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
  - (ii) The quarterly periods are defined as follows:
    - (A) 1<sup>st</sup> quarter: April 1 to June 30;

- (B) 2<sup>nd</sup> quarter: July 1 to September 30;
- (C) 3<sup>rd</sup> quarter: October 1 to December 31; and
- (D) 4<sup>th</sup> quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

- (iii) Each report must contain the following information for each validly issued TA (as amended):
  - (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
  - (B) a title or a brief description of each authorized task;
  - (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
  - (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
  - (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
  - (F) the start and completion date for each authorized task; and
  - (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):
  - (A) 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 validly issued TA's; and
  - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.
- (g) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

### 7.3 Minimum Work Guarantee

- (a) In this clause,
  - (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
  - (ii) **"Minimum Contract Value"** means \$20,000.00 (excluding Applicable Taxes).
- (b) 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 sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
  - (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within ten business days of Contract award.

#### 7.4 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>) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

- (i) 2035 (2021/12/02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
  - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
  - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4006 (2010/08/16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

#### 7.5 Security Requirement

The following security requirements, applies to and forms part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED/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).

#### **7.6 Use of Personal Protective Equipment and Occupational Health and Safety (OHS) Guideline(s)**

- (a) The Contractor must comply with Government of Canada onsite requirements in respect of Personal Protective Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.
- (b) The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.
- (c) The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

#### **7.7 Contract Period**

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 2 years later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
  - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the

Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

## 7.8 Authorities

### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Nathalie Hamelin  
Title: A/Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Professional Services Procurement Directorate  
Address: 10 Wellington Street, 4<sup>th</sup> floor, Gatineau, Québec  
Telephone: (873) 355-3891  
E-mail address: [nathalie.hamelin@tpsgc-pwgsc.gc.ca](mailto:nathalie.hamelin@tpsgc-pwgsc.gc.ca)

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

### (b) Technical Authority

The Technical Authority for the Contract is: ***TO BE INSERTED UPON CONTRACT AWARD***

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

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### (c) Contractor's Representative

***TO BE INSERTED UPON CONTRACT AWARD***

## 7.9 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 web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7.10 Payment

### (a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:**  
For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the

TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

- (ii) **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra
  - (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
  - (iv) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
  - (v) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- (b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**
- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included
  - (ii) 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.
  - (iii) 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) 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.

- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:
- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.
- (e) **Electronic Payment of Invoices – Contract**
- The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

**Note to Bidders:** *If applicable, the Electronic Payment Instrument(s) indicated by the Bidder in Form 6 will be included in any resulting contract.*

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

(g) **Payment Credits**

(i) **Failure to Provide Resource:**

- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
  - (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the

date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or there are enhanced measures to restrict access to government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

**7.11 Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide an electronic copy of each invoice to the Technical Authority, and a copy to the Contracting Authority.

**7.12 Certifications and Additional Information**

- (a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation 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 Contract Period.

**7.13 Federal Contractors Program for Employment Equity - Default by Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

**7.14 Applicable Laws**

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

### 7.15 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
  - (i) 4006 (2010/08/16), Supplemental General Conditions – Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2021/12/02), Higher Complexity - Services;
- (d) Annex A, Statement of Work, including its Appendices as follows:
  - (i) Appendix A to Annex A - Tasking Assessment Procedure;
  - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
  - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
  - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
- (h) the Contractor's bid dated **TO BE INSERTED UPON CONTRACT AWARD** as clarified on **TO BE INSERTED UPON CONTRACT AWARD** or as amended **TO BE INSERTED UPON CONTRACT AWARD**.

### 7.16 Defence Contract

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

### 7.17 Foreign Nationals (Canadian Contractor)

- (a) SACC Manual clause A2000C (2006/06/16), Foreign Nationals (Canadian Contractor)

**Note to Bidders:** *Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

### 7.18 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006/06/16), Foreign Nationals (Foreign Contractor)

### 7.19 Insurance Requirements

#### (a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable

law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**(b) Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
- (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

- (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**7.20 Limitation of Liability - Information Management/Information Technology**

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability:**

- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
  - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
  - (B) physical injury, including death.
- (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
- (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special

or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
  - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
  - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

### 7.21 Joint Venture Contractor

- (A) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: **[BIDDERS MUST LIST ALL THE JOINT VENTURE MEMBERS NAMED IN THE CONTRACTOR'S ORIGINAL BID]**.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** *This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

### 7.22 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

#### **Replacement of Specific Individuals**

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
- (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
  - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

### **7.23 Safeguarding Electronic Media**

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

#### **7.24 Reporting Requirements**

The Contractor must provide the reports as detailed in the Annex A – Statement of Work.

#### **7.25 Representations and Warranties**

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

#### **7.26 Access to Canada's Property and Facilities**

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

#### **7.27 Government Property**

Canada agrees to supply the Contractor with the items listed below (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

- (a) Refer to the Annex A – Statement of Work.

#### **7.28 Implementation of Professional Services**

If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

#### **7.29 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](#)”.

### **7.30 Identification Protocol Responsibilities**

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

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

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## **ANNEX A STATEMENT OF WORK**

### **1. SCOPE**

#### **1.1. Objectives**

The objective is to secure skilled contracted resources with the required expertise to maintain and deliver steady state in-service support and stabilization services for the HRAS and custom software applications, as well as the management of a potential upgrade to one or more applications.

#### **1.2. Background**

Director Human Resources Information Management (DHRIM) is responsible for the maintenance and in-service support of the DND’s Human Resource Management Systems (HRMS), which consists of PeopleSoft versions, custom software applications, and analytics platform. DHRIM also maintains and provides support for the Regular and Reserve Force compensation applications as well as the corporate defence learning management application. The HRAS is used by approximately 120,000 users across all defence environments (Land, Air, Sea and Civilian) all over the world.

DHRIM works with multiple clients within the CAF and Human Resources Civilian (HR Civ) communities within the DND to provide them effective, high-value, personnel management in-service support to enhance the operational efficiency of the CAF and HR Civ communities. DHRIM also supports the Military Command Software Centre (MCSC) which provides custom analytics, analysis and related software applications that provide further support.

In 2005, the DND made the decision to have two (2) PeopleSoft environments. PeopleSoft version 8.9 supports the civilian workforce of the DND whereas PeopleSoft version 9.1 supports the CAF. These two (2) PeopleSoft environments are integrated to allow for the exchange of data in order to reflect and support the integrated structure of the CAF and the DND. Please refer to section 6.0 Technical Environment for additional information on the current application environment.

In addition to the PeopleSoft environments, HR custom applications such as the Electronic Selection Board (ESB), Performance Evaluation Report Monitoring (PERMON) and Personnel Electronic Records Management Information System (PERMIS) also require technical support. A sample of the various technologies in use with the custom applications includes C#, .Net, SQL Server and Oracle Forms.

As part of its in-service support functions, DHRIM manages the requirements of the organization, ensures system access and security, maintains a number of reporting options and capabilities, delivers training, and provides service desk support for end-users.

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### 1.3. Terminology

CAF	Canadian Armed Forces
CCL	Connectivity Check List
CONOPs	Concept of Operations
DHRIM	Director Human Resources Information Management
DND	Department of National Defence
HRAS	Human Resources Application Suite
IM/IT	Information Management/Information Technology
OGD	Other Government Departments
RFC	Request for Change
RFS	Request for Service
SOCD	Statement of Capability Deficiency
SOP	Standard Operating Procedures
SOR	Statement of Requirement
SOW	Statement of Work
TA	Technical Authority
TRA	Threat Risk Assessment
VTC	Video Teleconference

## 2. REFERENCE DOCUMENTS

DND will provide the resources with the appropriate documents to successfully accomplish the assigned tasks. The Contractor must perform the Work in accordance with the DND approved version of these documents. The applicable documents will be provided with the Task Authorization if applicable.

- 2.1 Interface diagram for the PeopleSoft v. 8.9 environment (Appendix 1 to Annex A);
- 2.2 Interface diagram for the PeopleSoft v. 9.1 environment (Appendix 2 to Annex A); and
- 2.3 Brief description of the technical environment associated with each custom application (Appendix 3 to Annex A).

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### 3 REQUIREMENT

The Department of National Defence (DND) has a requirement for professional services to support its Human Resources Application Suite (HRAS). The HRAS is currently comprised of PeopleSoft version 8.9 for civilian personnel and version 9.1 for military personnel, as well as custom software applications. The PeopleSoft version 9.1 was launched in June 2018. As such, professional services will be required to configure and release new functionality on the v. 9.1 application, provide steady-state in-service support to both version 8.9 and 9.1, and potentially to support an upgrade of version 8.9 to version 9.2 or the cloud equivalent. The required services include analysis, system development, general maintenance and troubleshooting for this suite of applications in order to maintain operations for all Canadian Armed Forces (CAF)/DND users and locations.

The resources must use the internal change management process which includes Change Requests (CRs). Examples of this type of work include analysis of new requirements, testing and release of new functionality, repair of non-functioning application components, and maintenance of master data. Activities must include, but are not limited to:

- Identification of the cause of reported problems;
- Analysis of problems and of requests for enhancements, as well as proposal for resolution;
- System configurations and development of various PeopleSoft modules and custom software applications as required;
- Update of documentation;
- Repair of interfaces with HRAS applications;
- Addition, deletion, or modification of master data;
- Addition, deletion, or modification of user accounts;
- Implementation of mandated changes to HRAS applications based on changes in GC legislation or central agency and DND/CAF policies and directives;
- Upgrade and maintenance of HRAS applications hardware, software and operating systems to take advantage of emerging technologies and functionality; and
- The resources must perform all the above service activities for all HRAS applications changes in accordance with change management practices within DND.

#### 3.1 Scope of Work

The Contractor must:

- Provide the necessary resources via Task Authorizations (TAs) on an “as and when requested” basis in the Resource categories described in this Statement of Work (SOW); and
- Attend, as a minimum, quarterly meetings with the Technical Authority to review:
  - Financial elements of the Contract based on the monthly financial report; and
  - Other issues as deemed necessary by either party.

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## 3.2 Resource Details

The Contractor must provide resources for the following categories:

Application Services:

- A.1. Application/Software Architect (PeopleSoft), Level 3
- A.2. ERP Functional Analyst (PeopleSoft), Level 2
- A.2. ERP Functional Analyst (PeopleSoft), Level 3
- A.3. ERP Programmer Analyst (PeopleSoft), Level 3
- A.3. ERP Programmer Analyst (PeopleSoft), Level 2
- A.4. ERP System Analyst (PeopleSoft), Level 2
- A.4. ERP System Analyst (PeopleSoft), Level 3
- A.5. ERP Technical Analyst (PeopleSoft), Level 3
- A.5. ERP Technical Analyst (PeopleSoft), Level 2
- A.7. Programmer Analyst, Level 3
- A.7. Programmer Analyst, Level 2
- A.8. System Analyst, Level 3
- A.11. Tester, Level 2
- I.1. Data Conversion Specialist, Level 3
- I.10. Technical Architect, Level 2
- P.11. Quality Assurance Specialist/Analyst, Level 3
- C.3. IT Sec – TRA and C&A, Level 3

Business Services:

- B.5. Business Process Re-Engineering (BRP) Consultant, Level 3;
- B.9. Courseware Developer, Level 3;
- B.9. Courseware Developer, Level 2

Project Management Services

- P.1. Change Management Consultant, Level 2
- P.10. Project Scheduler, Level 1
- P.9. Project Manager, Level 2
- P.9. Project Manager, Level 3

## 3.3 Tasks

Contractor must provide resources, as per Task Authorizations, to complete the following task, but not limited to:

### 3.3.1 Application Services

- 3.3.1.1 A.1. *Application/Software Architect (Level 3) – Peoplesoft*  
The Application/Software Architect must perform the following:

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- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify the DND policies and requirements that drive out a particular solution in PeopleSoft based on the current DND PeopleSoft footprint;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensures the integration of all aspects of technology solutions;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- Analyze functional requirements to identify information, procedures and decision flows;
- Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;
- Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems;
- Define input / output sources, including detailed plan for technical design phase, and obtain approval of the system proposal;
- Identify and document system specific standards relation to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.;
- Provide advice on implementation of leading practices within the PeopleSoft enterprise systems;
- Validate and align solution options and recommendations based on user requirements; and
- Perform any other Work related to this category.

### 3.3.1.2 *A.2. ERP Functional Analyst (Level 2) – PeopleSoft*

The ERP Functional Analyst must perform the following:

- Develop, implement and document PeopleSoft functional, business, and/or system requirements specifications;
- Develop and document screen, report, and interface requirements;
- Gather, analyze and document business requirements, including fit/gap analysis, to establish the functional needs of system;
- Analyze, troubleshoot and document applications (including data) to identify issues as well as proposing recommendations for resolution.
- Design methods and procedures for functional, business, and/or system functionality;
- Develop and execute test plans, functional test case scenarios and scripts to test functional, business, and/or system requirements;
- Document forms, manuals, programs, data files, and procedures;
- Transfer functional, business and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

### 3.3.1.3 *A.2. ERP Functional Analyst (Level 3) - PeopleSoft*

The ERP Functional Analyst must perform the following:

- Participate in working meetings with Database Administrators, Technical Analysts, Application Testers and Management;

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- Develop, implement and document PeopleSoft functional, business, and/or system requirements specifications;
- Develop and document screen, report, and interface requirements;
- Gather, analyze and document business requirements, including fit/gap analysis, to establish the functional needs of system;
- Analyze, troubleshoot and document applications (including data) to identify issues as well as proposing recommendations for resolution;
- Design methods and procedures for functional, business, and/or system functionality;
- Develop and execute test plans, functional test case scenarios and scripts to test functional, business, and/or system requirements;
- Document forms, manuals, programs, data files, and procedures;
- Transfer functional, business and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

#### 3.3.1.4 A.3. ERP Programmer Analyst – (Level 2) – PeopleSoft

The ERP Programmer Analyst must perform the following:

- Review functional requirements and specifications and provide expertise and advice on PeopleSoft modules and available application functionality;
- Translate functional or business requirements into technical requirements and design specifications;
- Analyze, troubleshoot and document applications (including data) to identify issues as well as propose recommendations for resolution;
- Design, develop, test and document PeopleSoft applications using PeopleSoft Integration Tools for activities for, but not limited to, system integrations, consuming or publication of web services, development of service operations, node configurations, development of component interfaces or application messaging;
- Design, develop, test and document PeopleSoft applications using Application Designer to create or modify PeopleSoft objects including, but not limited to, Components, Pages, Application Engine, Records, or Fields;
- Design, test, and execute PeopleSoft project migrations and provide documented instruction for migration to other environments;
- Configure, execute and review the results of PeopleSoft project compare reports and provide analysis and recommendations that resolve differences between source and target environments;
- Design, develop, test and document PeopleSoft applications to create or modify PeopleSoft reports using PS Query, XML Publisher, BI Publisher, SQR or Application Engine;
- Participate in reviews administered according to defined development standards meant to enforce application scalability, integrity, or local conventions
- Gather and analyze data to establish the technical feasibility of changes/requirements, and for the development of functional and system design specifications;
- Produce forms, manuals, programs, data files, and procedures;
- Build prototypes or working models to demonstrate solutions to technical problems or functional requirements;
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

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3.3.1.5 *A.3. ERP Programmer Analyst – (Level 3) – PeopleSoft*

The ERP Programmer Analyst must perform the following:

- Analyze PeopleSoft Application Designer projects to document interdependent objects and configurations required for isolated migrations for highly customized PeopleSoft Components;
- Analyze onsite versions of PeopleTools and provide recommendations for the adoption of new features or process available in higher versions of PeopleTools;
- Produce technical designs respective of PeopleSoft product offerings ensuring scalability and data integrity when applied to onsite solutions;
- Produce technical designs respective of onsite solutions that implement new PeopleSoft product features replacing existing customization or functionality;
- Troubleshoot and provide fixes in an integrated HRMS with two distinct instances of PeopleSoft and two distinct version of PeopleTools where system of record for the employee is determined by employment relationship type and employees exist in both instances;
- Design, develop, test, and document configuration based customizations. Configuration based customizations deliver functionality to the end user that permits modification of objects or configuration data that would otherwise require a physical PeopleSoft migration or release;
- Participate in working meetings with Database Administrators, Technical Analysts, Application Testers, and Management;
- Review functional requirements and specifications and provide expertise and advice on PeopleSoft modules and available application functionality;
- Analyze, troubleshoot and document applications (including data) to identify issues as well as propose recommendations for resolution;
- Design, develop, test and document PeopleSoft applications to create or modify PeopleSoft reports using PS Query, XML Publisher, BI Publisher, SQR or Application Engine;
- Gather and analyze data to establish the technical feasibility of changes/requirements, and for the development of functional and system design specifications;
- Produce forms, manuals, programs, data files, and procedures;
- Build prototypes or working models to demonstrate solutions to technical problems or functional requirements; and
- Perform any other Work related to this category.

3.3.1.6 *A.4. ERP System Analyst (Level 2) – PeopleSoft*

The ERP System Analyst must perform the following:

- Translate business requirements into systems design and technical specifications for PeopleSoft;
- Analyze and recommend alternatives and options for the technical solution;
- Design, develop, implement and document technical specifications;
- Analyze business requirements, perform feasibility studies, map interdependencies, and produce the required functional and technical specifications or process re-engineering recommendations with estimated level of effort;
- Provide system expertise to both functional and technical teams to ensure effective integration of solutions across the application(s);
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and

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- Perform any other Work related to this category.

3.3.1.7 *A.4. ERP System Analyst (Level 3) – PeopleSoft*

The ERP System Analyst must perform the following:

- Participate in working meetings with Database Administrators, Technical Analysts, Application Testers and Management;
- Translate business requirements into systems design and technical specifications for PeopleSoft;
- Analyze and recommend alternatives and options for the technical solution;
- Design, develop, implement and document technical specifications for complex PeopleSoft environments (e.g. an integrated HRMS with two distinct instances of PeopleSoft);
- Analyze business requirements, perform feasibility studies, map interdependencies, and produce the required functional and technical specifications or process re-engineering recommendations with estimated level of effort;
- Provide system expertise to both functional and technical teams to ensure effective integration of solutions across the application(s);
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

3.3.1.8 *A.5. ERP Technical Analyst (Level 2) – PeopleSoft*

The ERP Technical Analyst must perform the following:

- Demonstrate a comprehensive understanding of the technical capabilities offered by the Oracle PeopleSoft ERP software;
- Perform PeopleTools Upgrades on 8.51 and above;
- Use PeopleSoft Update/Upgrade manager to apply updates to HCM 9.1 and above;
- Configure PeopleTools integration broker on 8.51 and above and using integration broker to communicate with other PeopleSoft and non-PeopleSoft applications;
- Install and configure PeopleTools 8.51 and above, WebLogic 10 and above, Tuxedo 10 and above on UNIX;
- Manage the PeopleSoft HCM environment as it relates to web servers, application servers, reporting and process scheduler environments which must include the use of PeopleSoft tools Application Designer, data Mover, SQR, SQL.
- Migrate developed PeopleSoft projects (PeopleSoft tools Application Designer projects, data Mover, SQR, SQL, through development, test and production environments).
- Develop and provide assistance with the definition, implementation, and support of technical requirements, project scope, estimates of effort, and workload durations;
- Develop and/or manage technical aspects of application software, user interfaces, and third-party components;
- Plan, conduct and/or manage unit and system tests;
- Establish technical standards for the technical framework;
- Develop and document system requirements, and design the system in order to meet capacity planning needs and system performance, reliability and availability specifications;

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- Define and document standard operating procedures related to the maintenance of PeopleSoft applications;
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

### 3.3.1.9 A.5. ERP Technical Analyst (Level 3) – PeopleSoft

The ERP Technical Analyst must perform the following:

- Participate in working meetings with Database Administrators, Technical Analysts, Application Testers and Management;
- Demonstrate a thorough understanding of the technical capabilities offered by the Oracle PeopleSoft ERP software
- Perform PeopleTools Upgrades on 8.51. and above;
- Use PeopleSoft Update/Upgrade manager to apply updates to HCM 9.1 and above;
- Configure PeopleTools integration broker on 8.51 and above and using integration broker to communicate with other PeopleSoft and non-PeopleSoft applications;
- Manage the PeopleSoft HCM environment as it relates to web servers, application servers, reporting and process scheduler environments which must include the use of PeopleSoft tools Application Designer, data Mover, SQR, SQL.
- Migrate developed PeopleSoft projects (PeopleSoft tools Application Designer projects, data Mover, SQR, SQL, through development, test and production environments).
- Install and configure PeopleTools 8.51. and above, /Weblogic 10 and above, /Tuxedo 10 and above on UNIX;
- Develop and assist with the definition, implementation, and support of technical requirements, project scope, estimates of effort, and workload durations;
- Develop and/or manage technical aspects of application software, user interfaces, and third-party components;
- Plan, conduct and/or manage unit and system tests;
- Establish technical standards for the technical framework;
- Develop and document system requirements, and design the system in order to meet capacity planning needs and system performance, reliability and availability specifications;
- Define and document standard operating procedures related to the maintenance of PeopleSoft applications;
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

### 3.3.1.10 A.7. Programmer Analyst (Level 2)

The Programmer Analyst must perform the following:

- Review functional requirements and specifications and provide expertise and advice on application functionality;
- Translate functional or business requirements into technical requirements and design specifications;
- Analyze, troubleshoot and document applications (including data) to identify issues as well as propose recommendations for resolution;

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- Design, develop, test, document and implement requirements, program/code and configuration changes as per functional/technical specifications for applications, and conduct code reviews;
- Develop, modify and implement screens, reports, interfaces, and data conversion activities;
- Gather and analyze data to establish the technical feasibility of changes/requirements, and for the development of functional and system design specifications;
- Produce forms, manuals, programs, data files, and procedures;
- Build prototypes or working models to demonstrate solutions to technical problems or functional requirements;
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions;
- In order to perform the tasks outlined above, the resource may be required to use any or all of the following Programming Languages which will be identified in the Task Authorization; and
  - ActiveX
  - ASP
  - HTML
  - IIS
  - Java
  - JavaScript
  - MS SQL
  - .NET
  - ODBC
  - OLAP
  - Oracle RDBMS
  - Oracle Forms
  - PL/SQL
  - SQL Server
  - SQL\*DBA
  - SQL\*Forms
  - SQL\*Menu
  - SQL\*Net
  - SQL\*Plus
  - SQL\*Report
  - Unix
  - Visual Basic
  - Visual C++
  - XML
- Perform any other related Work to this category.

### 3.3.1.11 A.7. Programmer Analyst (Level 3)

The Programmer Analyst must perform the following:

- Review functional requirements and specifications and provide expertise and advice on application functionality;

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- Translate functional or business requirements into technical requirements and design specifications;
- Analyze, troubleshoot and document applications (including data) to identify issues as well as propose recommendations for resolution;
- Design, develop, test, document and implement requirements, program/code and configuration changes as per functional/technical specifications for applications, and conduct code reviews;
- Develop, modify and implement screens, reports, interfaces, and data conversion activities;
- Gather and analyze data to establish the technical feasibility of changes/requirements, and for the development of functional and system design specifications;
- Produce forms, manuals, programs, data files, and procedures;
- Build prototypes or working models to demonstrate solutions to technical problems or functional requirements;
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions;
- In order to perform the tasks outlined above, the resource may be required to use any or all of the following Programming Languages which will be identified in the Task Authorization; and
  - ActiveX
  - ASP
  - HTML
  - IIS
  - Java
  - JavaScript
  - MS SQL
  - .NET
  - ODBC
  - OLAP
  - Oracle RDBMS
  - Oracle Forms
  - PL/SQL
  - SQL Server
  - SQL\*DBA
  - SQL\*Forms
  - SQL\*Menu
  - SQL\*Net
  - SQL\*Plus
  - SQL\*Report
  - Unix
  - Visual Basic
  - Visual C++
  - XML
- Perform any other Work related to this category.

### 3.3.1.12 A.8. System Analyst (Level 3)

The System Analyst must perform the following:

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- Translate business requirements into systems design and technical specifications;
- Analyze and recommend alternatives and options for the technical solution;
- Design, develop, implement and document technical specifications;
- Analyze business requirements, perform feasibility studies, map interdependencies, and produce the required functional and technical specifications or process re-engineering recommendations with estimated level of effort;
- Provide system expertise to both functional and technical teams to ensure effective integration of solutions across the application(s);
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

### 3.3.1.13 A.11. Tester (Level 2)

The Tester must perform the following:

- Develop, review and manage test strategies and test plan documents;
- Plan and coordinate test activities in various phases of the software development cycle;
- Identify and document software defects;
- Establish software testing procedures for unit, system, systems integration, solution verification, regression testing with emphasis on automating the testing procedures and backup and recovery procedures;
- Develop and maintain test scenarios, scripts and libraries;
- Develop performance testing plans and execute testing;
- Develop reports on results of testing and report problems found during testing using enterprise specific tools;
- Provide support to software development teams in order to reproduce problems;
- Manage walkthroughs and reviews related to testing and implementation readiness;
- Transfer functional and technical knowledge through individual or group consultation and discussion, demonstration and written instructions;
- Establish and operate "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. for performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
- Establish validation and verification capability which assumes functional and performance compliance; and
- Perform any other Work related to this category.

### 3.3.1.14 I.1. Data Conversion Specialist (Level 3)

The Data Conversion Specialist must perform the following:

- Oversee all areas of the conversion to new interface process;
- Complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data;
- Generate ad hoc reports as requested by the Functional Authority;
- Support the execution of test plans and test team in validating data requirements;
- Provide input to the System Architects;
- Analyze and coordinate data file conversions;

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- Adapt existing methods and procedures to create possible alternative solutions;
- Observe the strategic direction set by the department as it relates to the upgrade;
- Coordinate the collection and preparation of requirements for the system modules and acts as a liaison between the functional and development teams to ensure system needs are being met; and
- Perform any other Work related to this category.

### 3.3.1.15 *I.10. Technical Architect (Level 2)*

The Technical Architect must perform the following:

- Conduct any combinations of the following tasks in order to design and configure on premise, AWS cloud or Azure cloud environments and also to support the deployment, operation and maintenance of business applications onto those environments;
- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensure the integration of all aspects of technology solutions;
- Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, and improve system performance through recommended hardware changes;
- Review computer software systems and data requirements as well as communication and response needs and determine operating systems and languages needed to support them; and
- Perform any other Work related to this category.

### 3.3.1.16 *P.11. Quality Assurance Specialist/Analyst (Level 3)*

The Quality Assurance Specialist/Analyst must perform the following:

- Plans and organizes testing efforts for large systems environments, including the execution of systems integration tests, specialized tests, and user acceptance testing (e.g., stress tests);
- Develops test plans, test scripts and test cases and executes these against various components;
- Work with testing lead and IT lead of each project as well as the project team members in the analysis, design, development, implementation and ongoing support of required systems;
- Proven experience in leading and executing testing related activities and data reconciliation activities for large complex business critical business systems.
- Hands on testing experience;
- Develops test plans, test cases, test scripts and expected test results for complex business systems;
- Sets up test strategies for complex business systems involving data, rules and images which undergo change regularly;
- Tests custom implementations and COTS implementations.
- Plans, organizes and implements testing efforts at the specified experience level;
- Experience in the use of data query tools to aid in the development of test cases;
- Experience in the use of automated test tools and version control systems on one or more platforms;

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- Executes functional tests, non-functional tests and systems level integration tests;
- Supports user acceptance testing and participates in UAT activities;
- Experience with quality assurance principles, practices, tools and structured methodologies;
- Creates testing strategy documentation, test plans, test cases and test data for various types and phases of testing, including technical and business functional validation;
- Experience in quality assurance and testing, including unit testing, integration testing, load testing, performance testing, etc.;
- Knowledge and experience in all phases of the Systems Development Life Cycle;
- Knowledge of and experience in using ALM Quality Assurance Centre;
- Knowledge of and experience in using UFT automated testing tool; and
- Perform any other Work related to this category.

### 3.3.1.17 C.3. IT Sec – TRA and C&A (Level 3)

The IT Sec – TRA and C&A must perform the following:

- Gather Information from system owners;
- Complete Statements of Sensitivity, identify threat agents, threats and threat scenarios, determine risks, identify potential vulnerabilities and recommend safeguards and other risk mitigation strategies on the IT enterprise-wide infrastructure, systems, applications and services identified by the Technical Authority, combining and re-using information as much as possible;
- Request written comments and review written comments from the Project Authority;
- Develop a single report that synthesizes recommendations and risk mitigation strategies for senior management, with supporting detailed technical documentation;
- Prepare a draft work plan for reconciliation of the risk mitigation strategies and a department-wide implementation strategy;
- Produce a draft TRA;
- Produce the final TRA;
- Verify that security safeguards for IT systems and infrastructure meet the applicable policies and standards;
- Verify that security safeguards have been implemented correctly and that assurance requirements have been met;
- Assess and verify that residual risk indicated in risk assessments meet an acceptable level of risk;
- Review certification results in the design review documentation by the Accreditation Authority to ensure that the system will operate at an acceptable level of risk and that it will comply with the departmental and system security policies and standards;
- Identify the conditions under which a system is to operate for approval purposes; and
- Perform any other Work related to this category.

### 3.3.2 Business Services

#### 3.3.2.1 B.5. Business Process Re-Engineering (Bpr) Consultant (Level 3)

The Business Process Re-Engineering (Bpr) Consultant must perform the following:

- Review existing work processes and organizational structure;
- Analyze business functional requirements to identify information, procedures and decision flows;

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- Identify candidate processes for re-design; prototype potential solutions, provide trade-off information and suggest a recommended course of action;
- Identify the modifications to the automated processes;
- Provide expert advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options;
- Provide expert advice in developing and integrating process and information models between processes to eliminate information and process redundancies;
- Identify and recommend new processes and organizational structures;
- Provide expert advice on and/or assist in implementing new processes and organizational changes;
- Document workflows;
- Use business, workflow and organizational modeling software tools;
- Transfer knowledge through individual or group consultation and discussion, demonstrations and written instructions; and
- Perform any other Work related to this category.

3.3.2.2 *B.9. Courseware Developer (Level 3) - User Productivity Kit (UPK)*

The Courseware Developer must perform the following:

- Perform needs assessment/analysis for training purposes;
- Plan and monitor training projects;
- Perform job, task, and/or content analysis;
- Write criterion-referenced, performance-based objectives;
- Recommend instructional media and strategies;
- Develop performance measurement standards;
- Develop training materials using Oracle User Productivity Kit (UPK);
- Prepare end-users for implementation of courseware materials;
- Communicate effectively by visual, oral, and written form with individuals, small group, and in front of large audiences; and
- Perform any other Work related to this category.

3.3.2.3 *B.9. Courseware Developer (Level 2) - User Productivity Kit (UPK)*

The Courseware Developer must perform the following:

- Perform job, task, and/or content analysis;
- Write criterion-referenced, performance-based objectives;
- Develop performance measurement standards;
- Develop training materials using Oracle User Productivity Kit (UPK);
- Prepare end-users for implementation of courseware materials;
- Communicate effectively by visual, oral, and written form with individuals, small group, and in front of large audiences; and
- Perform any other Work related to this category.

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### 3.3.3 Project Management Services

#### 3.3.3.1 P.1. Change Management Consultant (Level 2)

The Change Management Consultant must perform the following:

- Define, design, implement, document and amend the Change Management procedures, forms, tools and repositories and ensuring adherence;
- Analysis and development of business "critical success factors";
- Develop, provide guidance and participate in change impact analysis and change management activities;
- Provide advice on how to deploy high impact business process changes;
- Create presentations and present to various stakeholders, and facilitate meetings and discussions;
- Develop a detailed change management plan including the identification of key change management activities;
- Conduct audits and prepare reports that measure the success of the approved Change Management procedures, proposing changes to these processes when these would benefit the organization;
- Develop and maintain a performance measurement framework;
- Conduct interviews, surveys and workshops;
- Articulate the purpose of change and coach project team members in how to present and communicate change initiatives; and
- Perform any other Work related to this category.

#### 3.3.3.2 P.10. Project Scheduler (Level 1)

The Project Scheduler must perform the following:

- Update the project schedule on a regular basis;
- Update the project risk and issues register;
- Log any required actions and track their completion;
- Capture and update work breakdown structure items;
- Maintain separate schedules for testing, change management and quality assurance;
- Provide advice to the project team in regards to the impact of shifting project activities on overall project timeline; and
- Perform any other Work related to this category.

#### 3.3.3.3 P.9. Project Manager (Level 2)

The Project Manager must perform the following:

- Develop overall project work breakdown structure and sequence of activities;
- Develop overall project cost estimates;
- Facilitate sessions on specific issues with client groups to advance the project;
- Develop project risk and issues register;
- Capture project costing and burn rate information and provide advice to the project team;
- Calculate project resource usage;
- Assess impact of shifting sequence of activities on overall project schedule and cost;
- Perform project governance activities including records of decision and action logs; and
- Perform any other Work related to this category.

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#### 3.3.3.4 *P.9. Project Manager (Level 3)*

The Project Manager must perform the following:

- Update client executives on the progress of the project and potential areas of delay;
- Recommend actions to mitigate risks and issues based on best practice;
- Oversee the work of other project manager resources, in order to ensure alignment;
- Construct an overall project schedule based on industry standard allowances for contingency and change management;
- Facilitate sessions with clients to address challenge areas;
- Assign project resources to activities to ensure timely completion;
- Manage vendor resources and provide quality assurance in regards to vendor deliverables;
- Manage project governance, including ensuring regular meetings, capturing and documenting of project decisions;
- Review project cost and schedule deliverables for accuracy and for best practices;
- Advise client executives in regards to key success criteria for project success, including skill sets, project capacity and strategies to overcome obstacles; and
- Perform any other Work related to this category.

### 3.4 Deliverables

Deliverables will be specified within the Task Authorization (TA). The scope of work attached to each TA will identify the particular deliverable(s), tasks, and other relevant areas of consideration that are required to be implemented by the Contractor in the provision of services.

Deliverables may include, but are not limited to, the following:

- Technical architecture documents, specifications, and standards;
- Procedures and document deliverables;
- Test plans and scripts;
- Prototypes and working models;
- Presentations, forms, manuals, programs, data files, procedures and reports; and
- Any other deliverable to be specified in the individual task authorization statements of work.

The Contractor must provide various project status updates as driven by the applications used, as well as project deliverables resulting from the tasks performed as described in the TA.

### 3.5 Format of Deliverables and Reports

The format of deliverables will be specified within each Task Authorization and will typically take the form of assessments, analyses, recommendations, and/or reports.

All written deliverables and reports must be submitted electronically in Microsoft Office format and approved by the Technical Authority. The Technical Authority reserves the right to request hard-copy versions of the deliverables, as required.

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Non-classified deliverables and reports may be e-mailed or presented on appropriate storage media. Classified deliverables and reports must be handled in accordance with DND/CAF regulations for classified information.

### **3.6 Inspection and Acceptance**

All reports, deliverable items, documents, and services rendered under each Task Authorization (TA) are subject to acceptance by the Technical Authority. Should any report, document, or service not be in accordance with the requirements of the Statements of Work and to the satisfaction of the Technical Authority, as submitted, the Technical Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **3.7 Technical Environment**

The current technical environment within DHRIM includes a mix of system implementations utilizing different technologies. All Contractor personnel must use the Defence Wide Area Network (DWAN) as their primary DND network account, and may be required to use any of the following technologies while performing their duties, as defined in the Task Authorizations:

- Oracle PeopleSoft HRMS HCM 8.9 and HCM 9.1, and above;
- Oracle People Tools 8.51 and above;
- Oracle databases 10g, 11G and above;
- Structured Query Reporter (SQR);
- Oracle Structured Query Language (OracleSQL);
- Procedural Language (PL)/SQL;
- Java;
- Desktop Windows 7, 10;
- UNIX;
- Linux;
- HP Application Life Cycle Management;
- HP Quality Center;
- HP Quick Test Pro;
- Oracle BPM Suite Bundle;
- SOA;
- Oracle Performance;
- Load Testing Suite for Oracle Applications;
- Functional Testing Suite for Oracle Applications;
- JavaScript;
- Windows Server 2008, 2012; and
- Oracle Reports 6i, 11g.

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### 3.8 Reporting Requirements

#### 3.8.1 Ad-Hoc Meetings:

Ad-hoc meetings, as-and-when requested, may be required throughout the duration of the contract. The Contractor must attend the meeting upon request by Canada. DND will be responsible to coordinate the meetings which may occur either face-to-face at a DND facility or via teleconference; to be determined on a case-by-case basis.

#### 3.8.2 Status Reports:

Reporting requirements will be specified in individual Task Authorization. Each Contractor resource must provide a Status Report to the Technical Authority in a writing format, detailing the Work performed and completion of assigned tasks. The frequency of these reports will be determined by the Technical Authority and specified in each Task Authorization. Status Reports must, at a minimum, include the following information:

- Status of all outstanding and completed activities as identified in the task;
- Activities finalized to date including a list of completed reports and deliverables submitted;
- Problems encountered including details if activities are not progressing in accordance with the specific Task Authorization; and
- Potential issues which are likely to cause problems related to completed or outstanding work, and how these issues may impact the project schedule, cost, scope, quality, and task completion.

#### 3.8.3 Report on Diversity and Inclusion

The Contractor must provide to the Technical Authority and to the Contracting Authority on a semi-annual basis a report which will outline data collection to support Gender-Based Analysis Plus (GBA+) from year to year. The report should highlight the ongoing efforts under this contract to ensure gender, diversity, and inclusion considerations are integrated in the development and renewal of the organizational hiring strategies, policies, programs, and services. The report must contain but not limited to the following information:

- a. Net number of new recruits women, men and gender diverse people as well as persons with disability employed since the contract was awarded;
- b. human resources strategy on hiring diverse groups;
- c. new GBA+ data collection initiatives undertaken since contract was awarded;
- d. increase uptake of new internal Diversity and Inclusion development program(s), and/or are in a partnership with Canadian Universities Co-op program(s) put in place during the contract period; and
- e. Past and current activities undertaken to advance diversity and inclusion in the workplace as well as proposed future plans or additional activities which will

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create long-term, sustainable economic benefits for diverse groups or minority-owned businesses.

The format of this report must be in MS Word or other format acceptable to the Technical Authority and to the Contracting Authority.

#### **4 DND SUPPORT TO CONTRACTOR**

The contractor will provide his/her own clerical supplies. The contractor will be provided IT equipment as DND policy does not allow a contractor to connect non-DND equipment to DND IT infrastructure. DND will provide any required information, data, reference material, and Government furnished equipment, tools or facilities (GFE) to allow performance of duties listed in the contract. It is also DND's responsibility to provide the contractor with access to facilities as required to complete any resulting Task Authorizations.

#### **5 CONSTRAINTS**

##### **5.1 Work Location**

Unless specified otherwise in the Task Authorizations, the Work will be performed on DND premises within the National Capital Region (NCR) at Carling Campus, 60 Moodie Drive, Ottawa, ON.

##### **5.2 Access to DND facilities**

Access to DND facilities and staff is limited to normal DND working hours between 06:00 and 18:00 Monday through Friday, with the exception of statutory holidays observed by Canada as defined by the province of work. Contractor's resources may be required to work outside of normal working hours in order to meet DND schedules and deadlines. Any work performed outside of normal working hours must be pre-approved by the Technical Authority in writing.

Should a Contractor's resource anticipate that the 7.5 hour per diem workday, as stipulated in the contract, may be exceeded, approval in writing must be obtained by the Technical Authority prior to Work being carried out in excess of this time. No overtime charges will be authorized under this contract. All time worked will be compensated in accordance with the contract's Basis of Payment.

##### **5.3 Travel Requirements**

The Contractor may be required to travel within and outside the National Capital Region (NCR). Travel to, or within, the NCR will not be reimbursed. If travel is deemed necessary, Travel and living expenses must only apply when the Contractor is requested to Work outside the National Capital Region. If travel is required, the Technical Authority must authorize travel in advance, in writing.

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The requirement for any travel and trip report, content and format, will be identified in the Task Authorization.

The Contractor's resource is responsible to maintain readiness for travel in accordance with Government of Canada Travel Advisories web pages. Note that Canada will not be responsible for preparedness of the resource in this regard.

(<http://travel.gc.ca/travelling/advisories>, <http://www.cic.gc.ca/english/passport/infex.asp>, <http://travel.gc.ca/travelling/documents/visas>).

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of the contract.

#### **5.4 Language**

The proposed Contractor's resource(s) must be fluent in the English language. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.

All reports and deliverables must be submitted in English.

#### **5.5 Constraints to contractor personnel**

Contractor personnel will be expected to comply at all times with any relevant policies, standards or methodologies provided by DND and the GC under the terms of this contract. Additional constraints which may affect the performance of contractor duties include the type of Government Furnished Equipment issued to contractor personnel, key timelines and milestones associated with any projects/initiatives for which contractor support is being sought, as well as any interdependencies with related DND or GC Systems.

## APPENDIX A TO ANNEX A TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.
2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
  - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.



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## APPENDIX C TO ANNEX A RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

### 1.0 Mandatory Resource Assessment Criteria:

A.1. Application/Software Architect, Level 3				
M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
M1	<p>Mandatory Technical Criteria</p> <p>The proposed resource must have a minimum of 10 years of experience in the past 15 years (as of bid solicitation date), in executing at least 5 of the following tasks:</p> <ul style="list-style-type: none"> <li>• Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements</li> <li>• Identify the policies and requirements that drive out a particular solution</li> <li>• Analyze and evaluate alternative technology solutions to meet business problems</li> <li>• Ensure the integration of all aspects of technology solutions</li> </ul>			

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	<ul style="list-style-type: none"> <li>Monitor industry trends to ensure that solutions fit with government and industry directions for technology</li> <li>Analyze functional requirements to identify information, procedures and decision flows</li> <li>Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary</li> <li>Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems</li> <li>Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal</li> <li>Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.</li> </ul>			
<b>M2</b>	<p>The proposed resource must have a minimum of 10 years of experience in the last 15 years (as of bid solicitation date), in using the following products:</p> <ul style="list-style-type: none"> <li>Oracle database</li> <li>SQL Plus</li> <li>PeopleSoft HCM 8.9 or higher</li> <li>PeopleTools 8.51 or higher</li> <li>Integration of technology solutions</li> </ul>			

<b>A.2. ERP Functional Analyst (PeopleSoft), Level 3</b>		
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's Response Cross Reference to TA</b>
	<b>Contractor's to insert</b>	<b>Met / Not Met</b>

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		<b>demonstrated experience</b>		
<b>M3</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater).			
<b>M4</b>	The proposed resource must have a minimum of 10 years of experience in the last 15 years (as of bid solicitation date), in developing business or functional requirements for PeopleSoft application, including providing design ideas for new functionality and documenting functional specification.			
<b>M5</b>	The proposed resource must have a minimum of 10 years of experience in the last 15 years (as of bid solicitation date), in analyzing and troubleshooting application behaviours, including data related issues, to identify the root cause, document findings and propose recommendations on how to fix the issues, which includes workarounds when required.			

<b>A.3. ERP Programmer Analyst (PeopleSoft), Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M6</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version			

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	8.5x, of which at least 8 years is experience with PeopleTools v8.51 or higher.			
<b>M7</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing program/code and configuration changes to the PeopleSoft application, as per technical specifications, using PeopleTools. PeopleTools includes but is not limited to Application Designer, PeopleCode, Application Engine, Integration Broker, PS/Query, Data Mover.			
<b>M8</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in performing application support activities by troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			

<b>A.3. ERP Programmer Analyst (PeopleSoft), Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M9</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least 3 years is experience with PeopleTools v8.51 or higher.			
<b>M10</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing			

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	program/code and configuration changes to the PeopleSoft application, as per technical specifications, using PeopleTools. PeopleTools include but are not limited to Application Designer, PeopleCode, Application Engine, Integration Broker, PS/Query, Data Mover.			
<b>M11</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in performing application support activities by troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			

<b>A.4. ERP System Analyst (PeopleSoft), Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M12</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least 8 years is experience with PeopleTools v8.51 or higher.			
<b>M13</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in developing technical specifications for an Enterprise Resource Planning (ERP) system design, development and implementation.			
<b>M14</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in translating ERP business requirements into system design and technical specifications.			

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<b>M15</b>	<p>The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in using the following products:</p> <ul style="list-style-type: none"> <li>• Oracle database</li> <li>• SQL Plus</li> <li>• PeopleSoft HCM 8.9 or higher</li> <li>• PeopleTools 8.51 or higher</li> <li>• Integration of technology solutions</li> </ul>			
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<b>A.4. ERP System Analyst (PeopleSoft), Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M16</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least 8 years is experience with PeopleTools v8.51 or higher.			
<b>M17</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in developing technical specifications for an Enterprise Resource Planning (ERP) system design, development and implementation.			
<b>M18</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in translating ERP business requirements into system design and technical specifications.			
<b>M19</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in using the following products:			

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	<ul style="list-style-type: none"> <li>• Oracle database</li> <li>• SQL Plus</li> <li>• PeopleSoft HCM 8.9 or higher</li> <li>• PeopleTools 8.51 or higher</li> <li>• Integration of technology solutions</li> </ul>			
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<b>A.5. ERP Technical Analyst (PeopleSoft), Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M20</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.5x, of which at least 8 years is experience with PeopleTools v8.51 or higher.			
<b>M21</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in installing any PeopleSoft related software products (e.g. Weblogic, Tuxedo, PeopleTools version 8.5x (or higher), Cobol, Crystal, etc.) on Windows, Linux and Unix platforms using PeopleSoft Update Manager or Change Assistant to apply application upgrades, patches and maintenance packs.			
<b>M22</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in managing the PeopleSoft HCM environment as it relates to web servers, application servers, reporting and process scheduler environments which must include all of the following:			

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	<p>a. Configuration and support of PeopleSoft Application Designer.</p> <p>b. The migration and execution of PeopleSoft Data Mover, SQR, or SQL.</p> <p>c. Following Migration Instructions to migrate PeopleSoft Application Designer projects from source to target environments.</p> <p>d. Troubleshooting and reporting on migration errors, and to stakeholders or internal managed process.</p>			
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<b>A.7. Programmer/Analyst, Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M23</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in implementing, upgrading or supporting any of the technologies listed in the section 3.3.1.10 of the Annex A – Statement of Work.			
<b>M24</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing program/code and configuration changes to software applications.			
<b>M25</b>	The proposed resource must have a minimum of 3 years of experience, within the last 10 years (as of bid solicitation date), in reviewing functional requirements and specifications and providing advice.			
<b>M26</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date), in performing application support activities by			

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	troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			
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<b>A.7. Programmer/Analyst, Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M27</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in implementing, upgrading or supporting any of the technologies listed in the section 3.3.1.11 of the Annex A – Statement of Work.			
<b>M28</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in developing, testing, documenting and implementing program/code and configuration changes to software applications.			
<b>M29</b>	The proposed resource must have a minimum of 5 years of experience, within the last 10 years (as of bid solicitation date), in reviewing functional requirements and specifications and providing advice.			
<b>M30</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in performing application support activities by troubleshooting and correcting issues and defects, reporting to management and liaising with business and end-user clients.			

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**A.8. System Analyst, Level 3**

M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M31</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in translating business requirements into systems design and technical specifications.			
<b>M32</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in analyzing business requirements, performing feasibility studies, mapping interdependencies, and producing the required functional and technical specifications or processing re-engineering recommendations with estimated levels of effort.			
<b>M33</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in analyzing and recommending alternatives and options for the technical solution.			

**I.1. Data Conversion Specialist – Level 3**

M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M34</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), using formal System Development Life Cycle (SDLC) Methodologies.			

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<b>M35</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in defining, documenting, and validating data migration requirements.			
<b>M36</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date), in designing and executing procedures for data conversion and migration.			
<b>M37</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date) in a leading role on a data correction team comprised of at least 3 resources.			
<b>M38</b>	The proposed resource must have a minimum of 5 years of experience (as of bid solicitation date) with briefing both orally and in writing to *senior management and clients.  *senior management is defined as Director level or above.			
<b>M39</b>	The proposed resource must have a minimum of 1 year of experience using MS Project or equivalent project management tool such as ProWorkflow, Jira, etc..			

<b>I.10. Technical Architect – Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M40</b>	The proposed resource must hold an active certification in one of the following: <ul style="list-style-type: none"> <li>• Azure Administrator Associate</li> </ul>			

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	<ul style="list-style-type: none"><li>• AWS Certified SysOps Administrator</li><li>• Microsoft Certified: Azure Solutions Architect Expert</li><li>• AWS Solutions Architect</li><li>• MCSE: Cloud Platform and Infrastructure</li></ul>				
<b>M41</b>	<p>Proof of certification must be included in the Bid</p> <p>The proposed resource must hold an active certification in one of the following:</p> <ul style="list-style-type: none"><li>• MCSE: Productivity Solutions Expert</li><li>• MCITP: Enterprise Administrator</li><li>• MCITP: Server Administrator</li></ul>				
<b>M42</b>	<p>Proof of certification must be included in the Bid</p> <p>The proposed resource must have a minimum of 5 years of experience in 3-tier application architecture (the presentation (or web tier), the business logic (or application tier) and the data (or database tier)).</p>				
<b>M43</b>	<p>The proposed resource must have a minimum of 5 years of experience in at least 2 of the following: DNS; SMTP; RDPWVD; S-FTP.</p>				
<b>M44</b>	<p>The proposed resource must have a minimum of 5 years of experience in at least 3 of the following: virtual network; PKI; firewall; router; load balancer; VPN; virtual machine.</p>				
<b>M45</b>	<p>The proposed resource must have a minimum of 5 years of experience in network or cloud security.</p>				

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**P.9. Project Manager – Level 3**

M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M46</b>	The proposed resource must have a minimum of 10 years of experience (as of bid solicitation date) with briefing both orally and in writing to *senior management and clients.  *senior management is defined as Director level or above.			
<b>M47</b>	The proposed resource must have a minimum of 8 years of experience in using Microsoft Project or equivalent project management tool such as ProWorkflow, Jira, etc.			
<b>M48</b>	The proposed resource must have a minimum of 10 years of experience identifying, defining, and assessing risk and developing risk management strategies and plans for enterprise application software development.			
<b>M49</b>	The proposed resource must have a minimum of 8 years of experience with "Waterfall", "Spiral", or "Agile" methodology for enterprise application software development.			
<b>M50</b>	The proposed resource must have a minimum of 10 years of experience with any software development project management.			

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**P.9. Project Manager – Level 2**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M51</b>	The proposed resource must have a minimum of 8 years of experience (as of bid solicitation date) with briefing both orally and in writing to *senior management and clients.  *senior management is defined as Director level or above.			
<b>M52</b>	The proposed resource must have a minimum of 5 years of experience in using Microsoft Project or equivalent project management tool such as ProWorkflow, Jira, etc.			
<b>M53</b>	The proposed resource must have a minimum of 5 years of experience identifying, defining, and assessing risk and developing risk management strategies and plans for enterprise application software development.			
<b>M54</b>	The proposed resource must have a minimum of 5 years of experience with "Waterfall", "Spiral", or "Agile" methodology for enterprise application software development.			
<b>M55</b>	The proposed resource must have a minimum of 5 years of any software development project management experience.			

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**P.10. Project Scheduler – Level 1**

M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M56</b>	The proposed resource must have a minimum of 3 years of experience with developing and supporting project schedules for enterprise software development projects.			
<b>M57</b>	The proposed resource must have a minimum of 3 years of experience developing and maintaining Work Breakdown Structures.			
<b>M58</b>	The proposed resource must have a minimum of 3 years of experience producing executive progress reports and identifying scheduling and/or dependency issues.			
<b>M59</b>	The proposed resource must have a minimum of 3 years of experience conducting and providing critical path analysis.			
<b>M60</b>	The proposed resource must have a minimum of 3 years of experience providing support to schedule co-ordination efforts with internal and external project stakeholders.			

**P.11. Quality Assurance Specialist/Analyst – Level 3**

M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
<b>M61</b>	The proposed resource must have a minimum of 10 years of experience in using a problem reporting and tracking system or tool.			

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<b>M62</b>	The proposed resource must have a minimum of 8 years of experience working with business rules, application functional requirements, and software technical specifications to resolve application and data integrity problems.			
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<b>C.3. IT Security TRA and C&amp;A Analyst – Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M63</b>	<p>The proposed resource must have a minimum of 10 years of experience within the last 15 years (as of bid solicitation date), in executing at least 50% of the following tasks:</p> <ul style="list-style-type: none"> <li>Review, analyze, and/or apply Federal, Provincial or Territorial IT Security policies, System IT Security Certification &amp; Accreditation processes, IT Security products, safeguards and best practices, and the IT Security risk mitigation strategies;</li> <li>Identify threats and vulnerabilities of operating systems (such as MS, Unix, Linux, and Novell) and wireless architectures;</li> <li>Identify personnel, technical, physical and procedural threats and vulnerabilities of Federal, Provincial or Territorial IT systems;</li> <li>Develop reports such as, but not limited to, Data security analysis, Concepts of Operation, Statements of Sensitivity (SoSs), Threat Assessments, Privacy Impact Assessments (PIAs), Non-technical</li> </ul>			

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	<p>Vulnerability Assessments, Risk Assessments, IT Security threat, vulnerability and/or risk briefings;</p> <ul style="list-style-type: none"><li>• Conduct Certification activities such as: Develop Security Certification Plans, Verify that security safeguards meet the applicable policies and standards,<ul style="list-style-type: none"><li>○ Validate the security requirements by mapping the system-specific security policy to the functional security requirements, and</li><li>○ Mapping the security requirements through the various stages of design documents and verify that security safeguards have been implemented correctly and that assurance requirement have been met. This includes confirming that the system has been properly configured and establishing that the safeguards meet applicable standards, Conduct security testing and evaluation (ST&amp;E) to determine if the technical safeguards are functioning correctly. Assess the residual risk provided by the risk assessment to determine if it meets an acceptable level of risk;</li></ul></li><li>• Conduct Accreditation activities such as: Review of the certification results in the design review documentation by the Accreditation Authority to ensure that the system will operate with an acceptable level of risk and that it will comply with the departmental and system security policies and standards and identify the conditions under which a system is to operate (for</li></ul>			
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	<p>approval purposes). This may include the following types of approvals:</p> <ul style="list-style-type: none"> <li>• Developmental approval by both the Operational and the Accreditation Authorities to proceed to the next stage in an IT system's life cycle development if sensitive information is to be handled by the system during development;             <ul style="list-style-type: none"> <li>○ Operational written approval for the implemented IT system to operate and process sensitive information if the risk of operating the system is deemed acceptable, and if the system is in compliance with applicable security policies and standards;</li> <li>○ Interim approval—a temporary written approval to process sensitive information under a set of extenuating circumstances where the risk is not yet acceptable, but there is an operational necessity for the system under development;</li> </ul> </li> <li>• Develop and deliver training material relevant to the resource category.</li> </ul>			
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**A.11. Tester – Level 2**

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M#	Mandatory Technical Criteria	Contractor's to insert demonstrated experience	Met / Not Met	Contractor's Response Cross Reference to TA
M64	The proposed resource must have a minimum of 8 years of experience developing, reviewing, documenting, maintaining and managing test strategies, test plans, test scenarios, scripts and libraries.			
M65	The proposed resource must have a minimum of 8 years of experience planning, coordinating and performing test activities in various phases of the Software Development Life Cycle.			
M66	The proposed resource must have a minimum of 8 years of experience documenting and identifying software defects and creating reports on testing results using enterprise specific tools.			
M67	The proposed resource must have a minimum of 8 years of experience establishing software regression testing procedures with emphasis on automating testing, backup and recovery procedures.			
M68	The proposed resource must have a minimum of 8 years of experience establishing and operating interoperability testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental performance or compatibility standards and have no unforeseen detrimental effects on the shared infrastructure.			
M69	The proposed resource must have a minimum of 8 years of experience working with cross sectional teams of Business Analysts, Operations/migrations and Development teams for: A) Acquiring business knowledge;			

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<b>M70</b>	<p>B) Troubleshooting defects; and C) Maintaining tests environment</p> <p>The proposed resource must have a minimum of 5 years of experience:</p> <p>I. Using the UFT tool, or a comparable industry tool that provides a complete solution for creating and maintaining automated functional and regression test scripts (i.e. Testcomplete, Selenium, Worksoft Certify, etc.)</p> <p>AND</p> <p>II. Using the ALM tool, or a comparable industry tool that automates the process of software development and delivery by documenting and tracking changes made to an application while providing a consistent environment for collaboration between various IT teams (i.e. Rommana, ALM, Jama Software, Team Foundation Server, etc.).</p>			
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<b>A.2 ERP Functional Analyst (PeopleSoft) – Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M71</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years in implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater).			

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<b>M72</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years developing business or functional requirements for an enterprise application, including providing design ideas for new functionality and documenting functional specification.			
<b>M73</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years in analyzing and troubleshooting application behaviours, including data related issues, to identify the root cause, document findings and propose recommendations on how to fix the issues, which includes workarounds when required.			

<b>A.5. ERP Technical Analyst (PeopleSoft) – Level 2</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M74</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years, implementing, upgrading or supporting PeopleSoft Human Capital Management (HCM) version 8.9 (or greater) and PeopleTools version 8.4x, of which at least 8 years is experience with PeopleTools v8.49 or higher.			
<b>M75</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years installing any PeopleSoft related software products (e.g. Weblogic, Tuxedo, PeopleTools version 8.4x (or higher), Cobol, Crystal, etc.) on Windows, Linux or Unix platforms using PeopleSoft Update Manager to apply application upgrades, patches and maintenance packs.			

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<b>M76</b>	<p>The proposed resource must have a minimum of 10 years of experience within the last 15 years in managing the PeopleSoft HCM environment as it relates to web servers, application server, reporting and process scheduler environments which must include all of the following:</p> <ol style="list-style-type: none"> <li>Configuration and support of PeopleSoft Application Designer; and</li> <li>The migration and execution of PeopleSoft Data Mover, SQR, or SQL; and</li> <li>Following Migration Instructions to migrate PeopleSoft Application Designer projects from source to target environments ; and</li> <li>Troubleshooting and reporting on migration errors, and to stakeholders or internal managed process.</li> </ol>			
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<b>B.5. Business Process Re-Engineering (BRP) Consultant – Level 3</b>				
<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M77</b>	The proposed resource must have a minimum of 10 years of experience within the last 15 years in analyzing business functional requirements to identify information, procedures and decision flows.			
<b>M78</b>	The proposed resource must have a certificate/diploma of formal training in Business Analysis using the Business Analysis Body of Knowledge (BABOK) methodology or another commonly accepted industry standard.			

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**B.9. Courseware Developer – Level 3**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M79</b>	The proposed resource must have a minimum 10 years of experience within the last 15 years in developing training materials.			
<b>M80</b>	The proposed resource must have obtained the User Productivity Kit certification.			
<b>M81</b>	The proposed resource must have developed a minimum of four (4) eLearning courses using rapid eLearning tools such As: Adobe Illustrator, Adobe Photoshop, Adobe Captivate, Adobe Dreamweaver, Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Techsmith, Saba Publisher, and/or Oracle User Productivity Kit (UPK).			

**B.9. Courseware Developer – Level 2**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M82</b>	The proposed resource must have a minimum of 5 years of experience within the last 10 years in developing training materials.			
<b>M83</b>	The proposed resource must have obtained the User Productivity Kit certification.			

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<b>M84</b>	The proposed resource must have developed a minimum of two (2) eLearning courses using rapid eLearning tools such As: Adobe Illustrator, Adobe Photoshop, Adobe Captivate, Adobe Dreamweaver, Adobe Contribute, HTML, CSS, Adobe Flash, Articulate by Techsmith, Saba Publisher, and/or Oracle User Productivity Kit (UPK).			
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**P. 1. Change Management Consultant – Level 2**

<b>M#</b>	<b>Mandatory Technical Criteria</b>	<b>Contractor's to insert demonstrated experience</b>	<b>Met / Not Met</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>M85</b>	The proposed resource must have a minimum of five (5) years of experience within the last 10 years in performing at least 50% of the tasks listed at 3.3.3.1 of Annex A - Statement of Work.			
<b>M86</b>	The proposed resource must have a minimum of two (2) years of experience, within the last six (6) years, planning and implementing Business Change Management strategies on the implementation of an ERP solution.			

**2.0 Point Rated Resources Assessment Criteria:**

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**A.2 ERP Functional Analyst (PeopleSoft), Level 3**

PR#	Point-Rated Technical Criteria	Maximum Points	Point Scale	Score	Contractor's Response Cross Reference to TA
PR1	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in working as a Functional Analyst on an enterprise PeopleSoft HCM upgrade project or initiative.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
PR2	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in creating and executing test scenarios and test scripts, creating test data to validate that the application meets the identified requirements, tracking results of testing and identifying areas of improvement where required.	5	1 to less than 2 years = 1 point		
PR3	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing and documenting fit/gap analysis within the application to find the	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		

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	best solution to meet a specified requirement.			
	<b>Maximum Points:</b>	<b>15 points</b>	<b>Points Achieved:</b>	
	<b>Minimum Threshold Score to be Responsive:</b>	<b>9 points</b>		

**A.3 ERP Programmer Analyst (PeopleSoft), Level 3.**

PR#	Point-Rated Technical Criteria	Maximum Points	Point Scale	Score	Contractor's Response Cross Reference to TA
<b>PR4</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on PeopleSoft HCM modules and available application functionality.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
<b>PR5</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing a review of change requests and their associated costs and analyzing code and objects to determine functional fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
<b>Maximum Points:</b>		<b>10 points</b>	<b>Points Achieved:</b>		
<b>Minimum Threshold Score to be</b>		<b>6 points</b>			

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<b>Responsive:</b>
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<b>A.3 ERP Programmer Analyst (PeopleSoft), Level 3.</b>					
<b>PR#</b>	<b>Point-Rated Technical Criteria</b>	<b>Maximum Points</b>	<b>Point Scale</b>	<b>Score</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>PR6</b>	Experience of the proposed resource within the last five (5) (as of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on development options using PeopleTools to extend or correct application functionality.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
<b>PR7</b>	Experience of the proposed resource within the last five (5) (as of bid solicitation date), in performing a review of change requests and their associated impact and analyzing code and objects to determine technical fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
		<b>Maximum Points:</b>	<b>Points Achieved:</b>		
		<b>Minimum Threshold Score to be Responsive:</b>			
		<b>10 points</b>			
		<b>6 points</b>			

<b>A.5 ERP Technical Analyst (PeopleSoft), Level 3</b>
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<b>PR#</b>	<b>Point-Rated Technical Criteria</b>	<b>Maximum Points</b>	<b>Point Scale</b>	<b>Score</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>PR8</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in developing or managing technical aspects of application software, user interfaces and third-party components.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
<b>PR9</b>	Experience of the proposed resource, within the last five (5) years (as of bid solicitation date), in investigating and resolving PeopleSoft HCM process failure, crash or poor system response issue.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points		
		<b>10 points</b>	<b>Points Achieved:</b>		
<b>Minimum Threshold Score to be Responsive:</b>		<b>6 points</b>			

<b>A.7 Programmer/Analyst, Level 3</b>					
<b>PR#</b>	<b>Point-Rated Technical Criteria</b>	<b>Maximum Points</b>	<b>Point Scale</b>	<b>Score</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>PR10</b>	Experience of the proposed resource within the last five (5) years (as	5	1 application = 1 point 2 applications = 2 points 3 applications = 3 points		

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	of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on any of the software applications/technologies listed in the list at section 3.3.1.11 of Annex A – Statement of Work with the exception for .NET and HTML.		4 applications = 4 points 5 applications or more = 5 points	
<b>PR11</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing a review of change requests and their associated costs and analyzing code and objects to determine functional fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points	
<b>Maximum Points:</b>		<b>10 points</b>	<b>Points Achieved:</b>	
<b>Minimum Threshold Score to be Responsive:</b>		<b>6 points</b>		

<b>A.8 Systems Analyst Level 3</b>			
<b>PR#</b>	<b>Point-Rated Technical Criteria</b>	<b>Maximum Points</b>	<b>Contractor's Response Cross Reference to TA</b>
<b>PR12</b>	Experience of the proposed resource within the last five (5) years (as	5	
		1 to less than 2 years = 1 point	
			<b>Score</b>
			<b>Point Scale</b>

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	of bid solicitation date), in reviewing functional requirements and specifications and providing expertise on software applications and available application functionality.		2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points	
<b>PR13</b>	Experience of the proposed resource within the last five (5) years (as of bid solicitation date), in performing a review of change requests and their associated costs and analyzing code and objects to determine functional fit.	5	1 to less than 2 years = 1 point 2 to less than 3 years = 2 points 3 to less than 4 years = 3 points 4 to less than 5 years = 4 points 5 years = 5 points	
<b>Maximum Points:</b>		<b>10 points</b>	<b>Points Achieved:</b>	
<b>Minimum Threshold Score to be Responsive:</b>		<b>6 points</b>		

## APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

### 1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

### 2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

### 3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

### 4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

## ANNEX B BASIS OF PAYMENT

### INITIAL CONTRACT PERIOD (1 YEAR and Year 2):

Initial Contract Period – Year 1 and Year 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
A.1 Application/Software Architect (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 2	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 3	<i>To be inserted upon award</i>
A.8 System Analyst	Level 3	<i>To be inserted upon award</i>
A.11 Tester	Level 2	<i>To be inserted upon award</i>
I.1 Data Conversion Specialist	Level 3	<i>To be inserted upon award</i>
I.10 Technical Architect	Level 2	<i>To be inserted upon award</i>
P.11 Quality Assurance Specialist/Analyst	Level 3	<i>To be inserted upon award</i>
C.3 IT Sec – TRA and C&A	Level 3	<i>To be inserted upon award</i>
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 2	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 3	<i>To be inserted upon award</i>
P.1 Change Management Consultant	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 3	<i>To be inserted upon award</i>
P.10 Project Scheduler	Level 1	<i>To be inserted upon award</i>

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**OPTION PERIODS:**

<b>Option Period 1 – Year 3</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 2	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 3	<i>To be inserted upon award</i>
A.8 System Analyst	Level 3	<i>To be inserted upon award</i>
A.11 Tester	Level 2	<i>To be inserted upon award</i>
I.1 Data Conversion Specialist	Level 3	<i>To be inserted upon award</i>
I.10 Technical Architect	Level 2	<i>To be inserted upon award</i>
P.11 Quality Assurance Specialist/Analyst	Level 3	<i>To be inserted upon award</i>
C.3 IT Sec – TRA and C&A	Level 3	<i>To be inserted upon award</i>
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 2	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 3	<i>To be inserted upon award</i>
P.1 Change Management Consultant	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 3	<i>To be inserted upon award</i>
P.10 Project Scheduler	Level 1	<i>To be inserted upon award</i>

<b>Option Period 2 – Year 4</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>

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A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 2	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 3	<i>To be inserted upon award</i>
A.8 System Analyst	Level 3	<i>To be inserted upon award</i>
A.11 Tester	Level 2	<i>To be inserted upon award</i>
I.1 Data Conversion Specialist	Level 3	<i>To be inserted upon award</i>
I.10 Technical Architect	Level 2	<i>To be inserted upon award</i>
P.11 Quality Assurance Specialist/Analyst	Level 3	<i>To be inserted upon award</i>
C.3 IT Sec – TRA and C&A	Level 3	<i>To be inserted upon award</i>
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 2	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 3	<i>To be inserted upon award</i>
P.1 Change Management Consultant	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 3	<i>To be inserted upon award</i>
P.10 Project Scheduler	Level 1	<i>To be inserted upon award</i>

<b>Option Period 3 – Year 5</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<i>To be inserted upon award</i>

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A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 2	<i>To be inserted upon award</i>
A.7 Programmer Analyst	Level 3	<i>To be inserted upon award</i>
A.8 System Analyst	Level 3	<i>To be inserted upon award</i>
A.11 Tester	Level 2	<i>To be inserted upon award</i>
I.1 Data Conversion Specialist	Level 3	<i>To be inserted upon award</i>
I.10 Technical Architect	Level 2	<i>To be inserted upon award</i>
P.11 Quality Assurance Specialist/Analyst	Level 3	<i>To be inserted upon award</i>
C.3 IT Sec – TRA and C&A	Level 3	<i>To be inserted upon award</i>
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 2	<i>To be inserted upon award</i>
B.9 Courseware Developer	Level 3	<i>To be inserted upon award</i>
P.1 Change Management Consultant	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 2	<i>To be inserted upon award</i>
P.9 Project Manager	Level 3	<i>To be inserted upon award</i>
P.10 Project Scheduler	Level 1	<i>To be inserted upon award</i>



Contract Number / Numéro du contrat <b>W6369-210260</b>
Security Classification / Classification de sécurité UNCLASSIFIED

## Annex C

### 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 <b>DND</b>		2. Branch or Directorate / Direction générale ou Direction <b>ADM (IM)/ DHRIM</b>	
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 <b>Professional services required for the in-service support for the Human Resource Application Suite (HRAS) for both the civilian and military personnel.</b>			
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"/>	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 checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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



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**FORM 1  
BID SUBMISSION FORM**

<b>BID SUBMISSION FORM</b>		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Company Security Officer (CSO) contact information:</b>	Name:	
	Title:	
	Address:	
	Telephone #:	
	Fax #:	
	Email:	
<b>Supply Arrangement (SA) Number:</b> [Bidder to provide their TBIPS SA number]		
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]  [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]		
<b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b> See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	

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	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
<p><b>Security Clearance Level of Bidder</b> [include both the level and the date it was granted]</p> <p><b>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</b></p>	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"><li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li></ol>	
<p><b>Signature of Authorized Representative of Bidder</b></p>	

<b>Solicitation No. – N° de l'invitation</b> W6369-210260/A	<b>Amd. No – N° de la modif.</b>	<b>Buyer ID – Id de l'acheteur</b> 014IPS
<b>Client Ref. No. – N° de réf. De client</b> W6369-210260	<b>File No. – N° du dossier</b> 014IPS – W6369-210260	<b>CCC No./ N° CCC – FMS No/ N° VME</b>

## FORM 2 CORPORATE MANDATORY CRITERIA

CM#	Corporate Mandatory Criteria	Bidder Substantiation	Reference to additional Substantiating Materials included in Bid
<b>CM1</b>	<p>The Bidder must provide two (2) contracts that demonstrate its experience providing PeopleSoft Human Capital Management (HCM) systems services, as a prime contractor.</p> <p>Each single contract must have been:</p> <ol style="list-style-type: none"> <li>1. for the support of PeopleSoft HCM system: <ol style="list-style-type: none"> <li>a) at version 8.9 or higher</li> <li>b) using PeopleTools v. 8.49 or higher</li> <li>c) for a minimum of 5,000 users</li> </ol> </li> <li>2. for a duration of 24 consecutive months within the last 60 months (as of bid solicitation date)</li> <li>3. with a separate and distinct business client; and</li> <li>4. for Work performed at the client site (i.e. not using a service delivery centre).</li> </ol> <p>For CM1, the Bidder must confirm its experience by submitting customer reference for each contract provided.</p> <p>The customer reference must include the following:</p> <ol style="list-style-type: none"> <li>1. Name of the organization;</li> <li>2. Size of organization;</li> <li>3. The contract number;</li> <li>4. A brief description of the services provided;</li> <li>5. The name, the telephone number and e-mail address of the</li> </ol>		

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<p>organizations' contact responsible for the Contract;</p> <p>6. The dates (dd/mm/yyyy) for both the start and end date (if applicable) of the contracts;</p> <p>7. The PeopleSoft version(s) supported.</p> <p>The information listed above must be submitted with the bid using Form 5 – Customer Reference Contact Information Form. If any of the information is not submitted, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information listed above within this time frame will render the bid non-responsive.</p> <p>It is the Bidder's responsibility to ensure that any information provided is accurate.</p> <p>The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer for the work. If the Bidder's contract was to perform work which another entity had itself first been contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p> <p>Bidders are reminded that a Supply Arrangement or Standing Offer is not a contract and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract experience. For example if</p>		
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	<p>the Bidder references is TBIPS SA number such as EN578-170432/XXX/EL for the purpose of demonstrating experience under the evaluation criteria, Canada will disregard this experience because it does not relate to a specific contract.</p>		
<b>CM2</b>	<p>The Bidder must demonstrate that it has provided qualified resources in one (1) of the two(2) contracts provided above (CM1), which include the following:</p> <ol style="list-style-type: none"> <li>1. Have provided a minimum of six (6) resources working simultaneously for a period of at least twelve (12) consecutive months.</li> </ol> <p>NOTE: The requirement for a minimum of six (6) resources working simultaneously for a period of twelve (12) consecutive months means that over this twelve (12) month period there must have been at least six (6) resources working concurrently as described in the paragraph (c) of the Corporate Mandatory Criteria under the same contract. The Bidder must demonstrate that at least six (6) resources were provided every month for the entire twelve (12) months period. There must not have been a break in service from any of the resources from one month to the next for the entire twelve (12) months. For example, if the Bidder was able to provide 15 resources throughout months 1 to 3 and 6 to 12, but could only provide 4 resources during months 4 to 5, then they would be</p>		

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<p>considered non-compliant due to the inability to meet the requirements of Corporate Mandatory Criteria CMC1 (c) as the Bidder did not provide the minimum number of resources for the entire twelve (12) months period.</p> <p>For <b>CM2</b>, the Bidder must confirm its experience by submitting customer reference for each contract provided.</p> <p>The reference must include the following:</p> <ol style="list-style-type: none"> <li>1. Name of the organization;</li> <li>2. Size of organization;</li> <li>3. The contract number;</li> <li>4. A brief description of the services provided;</li> <li>5. The name, the telephone number and e-mail address of the organizations' contact responsible for the Contract;</li> <li>6. The dates (dd/mm/yyyy) for both the start and end date (if applicable) of the contracts;</li> <li>7. The PeopleSoft version(s) supported.</li> </ol> <p>The information listed above must be submitted with the bid using Form 5 – Customer Reference Contact Information Form. If any of the information is not submitted, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information listed above within this time frame will render the bid non-responsive.</p>		
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	<p>It is the Bidder's responsibility to ensure that any information provided is accurate.</p> <p>The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer for the work. If the Bidder's contract was to perform work which another entity had itself first been contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p> <p>Bidders are reminded that a Supply Arrangement or Standing Offer is not a contract and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract experience. For example if the Bidder references is TBIPS SA number such as EN578-170432/XXX/EL for the purpose of demonstrating experience under the evaluation criteria, Canada will disregard this experience because it does not relate to a specific contract.</p>		
<b>CM3</b>	<p>The Bidder must provide a Diversity and Inclusion plan. The Diversity and Inclusion plan must contain:</p> <p><b>1. Recruitment Strategy :</b> The proposed strategy must demonstrate targets for the recruitment of diverse groups of women, men and gender diverse people as well as persons with disability:</p>		

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<p>a. In which capacity will the new resources from diverse groups or persons with disability be employed?</p> <p>b. How will the Bidder intends to increase the number of diverse groups or persons with disability?</p> <p>c. Does your organization have an internal Diversity and Inclusion development program(s) including career development and training or in partnership with a Co-op program(s) with Canadian Universities and/or Colleges:</p> <p style="padding-left: 20px;">i. If yes, describe your program(s) or your involvement with Canadian Universities and/or Colleges.</p> <p style="padding-left: 20px;">ii. If no, how do you intend to develop a program(s) or partnership?</p> <p><b>2. GBA+ Data Collection Analysis Initiatives:</b> This section must provide data supporting ongoing efforts to ensure that gender, diversity, and inclusion considerations are integrated in the development and renewal of your organization recruitment/retention plans, policies, programs, and services.</p> <p>Links:</p> <p>Gender-based Analysis</p> <p><a href="http://Gender-Based Analysis - Canada.ca">Gender-Based Analysis - Canada.ca</a></p> <p>Gender-based Analysis Plus (GBA+)</p> <p><a href="https://women-gender-equality.canada.ca/en/gender-based-analysis-plus.html">https://women-gender-equality.canada.ca/en/gender-based-analysis-plus.html</a></p>		
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### FORM 3 CORPORATE POINT-RATED CRITERIA

CPR#	Corporate Point-Rated Criteria	Maximum Points	Points Scale
<b>CPR1</b>	<p>In addition to the two (2) contracts provided in CM1, the Bidder should demonstrate its experience providing PeopleSoft Human Capital Management (HCM) systems services, as a prime contractor, through other contracts, which meet all of following:</p> <p>Each single contract should have been:</p> <ol style="list-style-type: none"> <li>1.       for the support of PeopleSoft HCM system: <ol style="list-style-type: none"> <li>a.       at version 8.9 or higher</li> <li>b.       using PeopleTools v. 8.49 or higher</li> <li>c.       for a minimum of 5,000 users</li> </ol> </li> <li>2.       for a duration of 24 consecutive months within the last 60 months (as of bid solicitation date)</li> <li>3.       each contract with a separate and distinct business client</li> <li>4.       for Work performed at the client site (i.e. not using a service delivery centre).</li> </ol> <p>The Bidder should demonstrate its experience providing services under the other contract(s) and should submit customer references for each contract provided.</p> <p>The references should include the following:</p> <ol style="list-style-type: none"> <li>1.       Name of the organization;</li> <li>2.       Size of organization;</li> <li>3.       The contract number;</li> <li>4.       A brief description of the services provided;</li> </ol>	<b>6</b>	<p>1 additional contract to those provided in <b>CM1</b> = 2 points</p> <p>2 additional contracts to those provided in <b>CM1</b> = 4 points</p> <p>3 additional contracts to those provided in <b>CM1</b> = 6 points</p>

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<p>5. The name, the telephone number and e-mail address of the organizations' contact responsible for the Contract;</p> <p>6. The dates (dd/mm/yyyy) for both the start and end date (if applicable) of the contracts;</p> <p>7. The PeopleSoft version(s) supported.</p> <p>The information listed above should be submitted with the bid using Form 5 – Customer Reference Contact Information Form. If any of the information is not submitted, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information listed above within this time frame will render the bid non-responsive.</p> <p>It is the Bidder's responsibility to ensure that any information provided is accurate.</p> <p>The Bidder should have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first been contracted to perform, the Bidder will not be considered as the prime contractor. For example, Z (customer) contracted with Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p> <p>Bidders are reminded that a Supply Arrangement or Standing Offer is not a contract and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract experience. For example if the Bidder</p>		
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	references is TBIPS SA number such as EN578-170432/XXX/EL for the purpose of demonstrating experience under the evaluation criteria, Canada will disregard this experience because it does not relate to a specific contract.		
<b>CPR2</b>	The Bidder should provide contract(s) for Work performed or on-going in-service support of a military organization.	4	1 contract = 2 points 2 contracts= 4 points
<b>CPR3</b>	The Bidder should have been providing for a minimum of seven (7) years, support services for Human Capital Management products and supplying resources performing in-service support tasks as described in the Statement of Work.	10	1 point per year up to max of 10 points
<b>CPR4</b>	The Bidder should demonstrate that it has successfully led large software upgrade projects to upgrade Human Capital Management applications from older to newer versions, and/or to other Human Capital Management software products.  A “large software upgrade project” being defined as having a contract value of \$500K (including applicable taxes) or more and a duration of at least one year, and having been started or completed within the last 5 years. There must be at least 6 months of Work completed.	20	Per project:  5 points – Contract annual value was at least \$ \$500K and less than \$5M  10 points – Contract annual value was \$5M or more  5 points – Contract duration was at least 1 year and less than 2 years  10 points – Contract duration was at least 2 years.

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	<p>To demonstrate this, the Bidder must provide 2 software development project references for each submitted project.</p> <p>The characteristics of each project that will be evaluated are:</p> <ul style="list-style-type: none"><li>• Scope (dollar value); –</li><li>• Total annual; contract/tasking expenditure, based on a fixed price arrangement or on per diem rates over at least 5 resource categories; and</li><li>• Duration – Duration of the contract is including any option periods.</li></ul> <p>A reference for each project including the name, title, organization and recent telephone number is required. If it is a federal government contract, the Bidder must specify the department, title of contract, contract number, value and name of client contract with recent telephone number.</p> <p>Note: The contract referenced in requirement <b>CM1</b> may be used for this requirement.</p>		
	<b>MAXIMUM AVAILABLE POINTS:</b>		<b>40 points</b>
	<b>MINIMUM POINTS REQUIRED:</b>		<b>24 points</b>
	<b>POINTS ACHIEVED:</b>		

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## FORM 4 PRICING SCHEDULE

### INITIAL CONTRACT PERIOD (2 YEARS):

Initial Contract Period – Year 1 & Year 2		
(A)	(B)	(C)
Resource Category	Level of Expertise	Firm Per Diem Rate
A.1 Application/Software Architect (PeopleSoft)	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.7 Programmer Analyst	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.7 Programmer Analyst	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.8 System Analyst	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
A.11 Tester	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
I.1 Data Conversion Specialist	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
I.10 Technical Architect	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
P.11 Quality Assurance Specialist/Analyst	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
C.3 IT Sec – TRA and C&A	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
B.9 Courseware Developer	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>
B.9 Courseware Developer	Level 3	<i>\$ Bidder to provide Firm Per Diem Rate</i>
P.1 Change Management Consultant	Level 2	<i>\$ Bidder to provide Firm Per Diem Rate</i>

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P.9 Project Manager	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
P.9 Project Manager	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
P.10 Project Scheduler	Level 1	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>

**OPTION PERIODS:**

<b>Option Period 1 – Year 3</b>		
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.7 Programmer Analyst	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.7 Programmer Analyst	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.8 System Analyst	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
A.11 Tester	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
I.1 Data Conversion Specialist	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
I.10 Technical Architect	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
P.11 Quality Assurance Specialist/Analyst	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
C.3 IT Sec – TRA and C&A	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
B.9 Courseware Developer	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>

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B.9 Courseware Developer	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.1 Change Management Consultant	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.9 Project Manager	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.9 Project Manager	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.10 Project Scheduler	Level 1	<b>\$ Bidder to provide Firm Per Diem Rate</b>

<b>Option Period 2 – Year 4</b>		
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.7 Programmer Analyst	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.7 Programmer Analyst	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.8 System Analyst	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.11 Tester	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
I.1 Data Conversion Specialist	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
I.10 Technical Architect	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.11 Quality Assurance Specialist/Analyst	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
C.3 IT Sec – TRA and C&A	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>

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B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
B.9 Courseware Developer	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
B.9 Courseware Developer	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.1 Change Management Consultant	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.9 Project Manager	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.9 Project Manager	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
P.10 Project Scheduler	Level 1	<b>\$ Bidder to provide Firm Per Diem Rate</b>

<b>Option Period 3 – Year 5</b>		
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 Application/Software Architect (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.2 ERP Functional Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.2 ERP Functional Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.3 ERP Programmer Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.4 ERP System Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.4 ERP System Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.5 ERP Technical Analyst (PeopleSoft)	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.5 ERP Technical Analyst (PeopleSoft)	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.7 Programmer Analyst	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.7 Programmer Analyst	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.8 System Analyst	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
A.11 Tester	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>
I.1 Data Conversion Specialist	Level 3	<b>\$ Bidder to provide Firm Per Diem Rate</b>
I.10 Technical Architect	Level 2	<b>\$ Bidder to provide Firm Per Diem Rate</b>

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P.11 Quality Assurance Specialist/Analyst	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
C.3 IT Sec – TRA and C&A	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
B.5 Business Process Re-Engineering (BRP) Consultant	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
B.9 Courseware Developer	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
B.9 Courseware Developer	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
P.1 Change Management Consultant	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
P.9 Project Manager	Level 2	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
P.9 Project Manager	Level 3	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>
P.10 Project Scheduler	Level 1	<b><i>\$ Bidder to provide Firm Per Diem Rate</i></b>

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**FORM 5**  
**CUSTOMER REFERENCE CONTACT INFORMATION FORM**

**Customer Reference Contact Information:**

Name of client organization: \_\_\_\_\_

Size of client organization: \_\_\_\_\_

Name of client: \_\_\_\_\_

Client's title: \_\_\_\_\_

Client telephone n°. \_\_\_\_\_

Email address: \_\_\_\_\_

**Contract Information:** The Bidder must provide with this Form a copy of the reference contract.

Contract n°. \_\_\_\_\_

A brief description of the services provided: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Total contract value (excluding Applicable Taxes and not including amendments): \_\_\_\_\_

PeopleSoft Version supported: \_\_\_\_\_

By signing below, the Bidder certifies that the information provided in this Form is accurate.

**Signature of authorized representative of  
the Bidder:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FORM 6**  
**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## FORM 7 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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**FORM 8**  
**COVID-19 VACCINATION REQUIREMENT CERTIFICATION**

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to **W6369-210260/A**, warrant  
and certify that all personnel that \_\_\_\_\_ (*name of business*) will  
provide on the resulting Contract who access federal government workplaces where they may come into  
contact with public servants will be:

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

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Optional**

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

Initials: \_\_\_\_\_

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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.