



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

## BID SOLICITATION DEMANDE DE SOUMISSIONS

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and at the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of Supply Arrangement No. . Only suppliers who are pre-qualified and have been issued a supply arrangement at the time this bid solicitation is issued are eligible to bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement numéro

. Seuls les fournisseurs qui sont pré-qualifiés et auxquels un arrangement en matière d'approvisionnement a été émis au moment où cette demande de soumissions est émise peuvent présenter une soumission.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
Solicitation closes - La demande prend fin at - à on - le	File No. - N° de dossier

Date of Solicitation - Date de la demande	
Address inquiries to - Adresser toute demande de renseignements à :	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Destination	

**Instructions:  
Municipal taxes are not applicable.**

**Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, and must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.**

**Instructions:  
Les taxes municipales ne s'appliquent pas.**

**Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). Le montant des taxes applicables doit apparaître séparément.**

Supplier Name and Address - Nom et adresse du fournisseur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date



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## TITLE

Impact Study of the Regional Relief and Recovery Fund (RRRF)

### PART 1 – GENERAL INFORMATION

This bid solicitation cancels and supersedes previous bid solicitation number 4W002-2300014, dated May 17, 2022, with a closing of June 3, 2022 at 14:00 Eastern Daylight Time (EDT). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

#### 1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the List of Suppliers, Pricing Schedule, Technical criteria, Additional Certifications required with the bid, Additional Certifications required precedent to contract award.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments.

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

#### 1.2 Summary

This requirement is for: **Prairies Economic Development Canada**

This requirement is open only to those **Supply Arrangement Holders under E60ZT-16TSSB** who qualified under Tier 1 for the following stream(s):

1. Business Consulting / Change Management Stream
2. Project Management Services Stream

The proposed period of contract shall be from date of contract award to one (1) year thereafter (Approximately **June, 2022** to **June, 2023**).



### 1.3 Security

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

### 1.4 Accessibility

Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

### 1.5 Trade Agreements

The requirement is subject to the provisions of the following trade agreements:

Canadian Free Trade Agreement  
Canada-Chile Free Trade Agreement  
Canada-Columbia Free Trade Agreement  
Canada-Honduras Free Trade Agreement  
Canada-Korea Free Trade Agreement  
Canada-Panama Free Trade Agreement

### 1.6 Comprehensive Land Claims Agreements (CLCAs)

The resulting contract(s) will not include deliveries within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement, outside of this bid solicitation.

### 1.7 COVID-19 vaccination requirement

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

### 1.8 Debriefings

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



## ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS

Only selected TSPS SA Holders currently holding a TSPS SA under the E60ZT-16TSSB series of SAs are invited to compete. SA Holders may not submit a bid in response to this bid solicitation unless they have been invited to do so. However, should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five business days before the published bid closing date, and an invitation will be made to that SA Holder unless it would not be consistent with the efficient operation of the procurement process. In no circumstance will such an invitation require Canada to extend a bid closing date. The following SA Holders have been initially invited to bid on this requirement.

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 E60ZT-16TSSB series as that joint venture at the time of bid closing in order to submit a bid.

1. BDO Canada LLP
2. Calian Ltd.
3. Cathexis Consulting Inc.
4. CPCS Transcom Limited
5. Deloitte Inc.
6. DPRA Canada Incorporated
7. Eclipsys Solutions Inc.
8. Ernst & Young LLP
9. FERENCE & COMPANY CONSULTING LTD.
10. Goss Gilroy Inc.
11. Groupe Intersol Group Ltee.
12. Holonics Inc.
13. InterVISTAS Consulting Inc.
14. KPMG LLP
15. Lean Agility Inc.
16. McKinsey & Company Canada
17. PRA Inc.
18. Pricewaterhouse Coopers LLP
19. Qatalyst Research Group Inc.
20. The Strategic Review Group



## PART 2 – BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

*The 2003 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.*

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 Arrangements (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.

### 2.2 Submission of Bids

Bids must be submitted to Prairies Economic Development Canada by E-mail to the address specified below by the date and time indicated on page 1 of the bid solicitation:

[wd.bidbox@prairiescan.gc.ca](mailto:wd.bidbox@prairiescan.gc.ca)

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the



implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 2.4 Inquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.





## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

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



## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids submitted in hardcopy will not be accepted. The bidder must submit its bid electronically. The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

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 [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>).

To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

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

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

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



## Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B. Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### D. Price Breakdown

#### 1. Estimated Cost of Professional Fees

1.1 For each individual, bidders must provide: 1) the estimated cost of professional fees; and 2) the cost basis (comprised of the quoted all inclusive fixed daily rate; and the estimated corresponding number of working days).

Bidders must specify the number of hours included in a working day, exclusive of meal breaks.

1.2 The quoted all inclusive fixed time rate must not include the total estimated cost of any travel and living expenses that may need to be incurred by the individual for the Work described in Part 7 of the bid solicitation. Under any resulting contract, Canada will not accept the travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

#### 2. Estimated Cost of Materials and Supplies

Bidders should: 1) identify each category of materials and supplies to be purchased; and 2) provide for each one, the estimated cost and the cost basis. Materials and supplies are items which will be consumed during the performance of any resulting contract.

#### 4. Each trip -Travel Plan and Estimated Cost of Travel and Living Expenses

For each individual required to travel to do, deliver or perform the Work described in Part 7 of the bid solicitation, Bidders must provide for each trip: 1) the travel plan; and 2) the estimated cost of travel and living expenses not included in the professional fees (D.1 above), established in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

#### 5. Estimated Cost of Subcontracts

Bidders must: 1) identify any proposed subcontractors; and 2) provide a price breakdown submitted in accordance with paragraph D of this section of Part 3 of the bid solicitation for each one.

#### 6. Estimated Cost of Other Direct Charges

Bidders must: 1) identify the categories of other direct charges anticipated (such as long distance communications and rental); and 2) provide the estimated cost and the cost basis for each one.



## 7. Applicable Taxes

The price breakdown must not include the Applicable Taxes. [Instructions to the Bidder: consult Article 01, interpretation, of the 2035, General Conditions - Higher Complexity services, for the definition of the term "Applicable Taxes".]

### E. SACC Manual Clauses

C3011T (2013-11-06), Exchange Rate Fluctuation

### F. Electronic Payment of Invoices - Bid

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

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

#### Option 1:

The Bidder accepts to be paid by 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)

#### Option 2:

- The Bidder does not accept to be paid by Electronic Payment Instruments.

### G. Method of Payment

Canada requests that bidders select one (1) of the two (2) method of payment options listed below. The clauses for each of the methods of payment are included by reference. The Bidder's method of payment selection will not be considered as an evaluation criterion.

#### Option 1:

- [H1000C](#) (2008-05-12) Single Payment

#### Option 2:

- [H1008C](#) (2008-05-12) Monthly Payment

### Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

### Section IV: Additional Information

In Section IV of their bid, bidders must provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;



4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses

### **3.2 Accessibility Standards**

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- i. demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- ii. describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.



### ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid its quoted all-inclusive fixed per-diem rate (in CAD) for each of the resource categories identified. The bidder may insert addition rows, if necessary.

The rates specified below, when quoted by the Bidder, must not include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. travel and any other costs associated with said travel between the successful bidder's place of business and Prairies Economic Development Canada's offices; and
- b. the relocation of resources

To satisfy the terms of any resulting contract, these expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Stream	Name of Resource(s)	All-inclusive fixed Per-Diem Rate	Days of Work (Estimated)	Total
Business Consulting / Change Management				
Project Management Services				
<b>Evaluated Price (Applicable Taxes excluded):</b>				<b>\$</b> _____
<b>Applicable Taxes</b>			Insert the amount, as applicable:	GST: HST: PST:

**Definition of a Day/Proration**

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

**(Hours worked x applicable firm per diem rate) ÷ 7.5 hours.**

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

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



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Joint Venture Experience

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

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

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

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

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

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

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.



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

#### **4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.1.3 Point Rated Technical Criteria**

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

### **4.1.2 Financial Evaluation**

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

#### **4.1.2.1 Mandatory Financial Criteria**

Refer to Attachment 1 to Part 4.

### **4.2 Basis of Selection**

#### **4.2.1. Basis of Selection – Highest Rated Within Budget**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of one 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.





## ATTACHMENT 1 TO PART 4 TECHNICAL AND FINANCIAL CRITERIA

### Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

Mandatory Requirements		MET	NOT MET
1	Proposed methodology		
2	Qualifications of all members of the team working specifically on this project (proposed resources).		
	a. Resumes of all proposed resources		
	b. Training and education qualifications		
3	The firm must provide:		
	a. Names and contact information for a minimum of two references who are knowledgeable on the firm's previous similar work.		
	b. Executive summaries of reports completed for the two references.		

### Point Rated Technical Criteria

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

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

1. Proposed Work Plan	Minimum Acceptable	Maximum Possible
<b>1.1 Understanding of the operations of PrairiesCan &amp; PacifiCan, Regional Development Agencies RRRF Covid Relief Intervention, and the conduct of Impact Studies.</b> <ul style="list-style-type: none"> <li>• Demonstrates understanding of the operations of PrairiesCan &amp; PacifiCan</li> <li>• Demonstrates understanding of Regional Development Agencies RRRF Covid Relief Intervention</li> <li>• Demonstrates understanding of the the conduct of impact studies. This can be demonstrated through experience in conducting impact studies.</li> </ul>	3	5
<b>1.2 Methodology</b> <ul style="list-style-type: none"> <li>• Identifies appropriate methodology to carry out the study summarized by tasks.</li> <li>• Identifies potential problems/constraints and suggest solutions to mitigate problems/constraints summarized by task.</li> </ul>	20	35



<ul style="list-style-type: none"> <li>• Discusses the development of the study strategy based on the scope and focus</li> <li>• Discusses methodology for data collection, analysis and how results will be combined for all lines of evidence</li> <li>• Discusses presentation of findings</li> <li>• Discuss reporting for the overall study</li> <li>• Methodology demonstrates a flexible approach to the conduct of the study</li> </ul>		
<p><b>1.2 Improvements to Methodology</b></p> <ul style="list-style-type: none"> <li>• Suggests and/or provide examples of enhancements to the methodology for the study</li> <li>• Suggests and/or provide examples of enhancements to the collection of data for the study</li> <li>• Suggests and/or provide examples of enhancements to the presentation and reporting for the study</li> </ul>	17	30
<b>Maximum score 70 points / Minimum score 40 points</b>		
<b>2. Team Management and Experience</b>	<b>Minimum Acceptable</b>	<b>Maximum Possible</b>
<p><b>2.1 Organizational Structure and Composition of the Team</b></p> <ul style="list-style-type: none"> <li>• Specifies the proposed resources for each evaluation</li> </ul> <p>Defines team structure, related experience of team members, associated hours to complete the proposed work, and including at least 40% dedicated to senior management time.</p> <p>Proposal must show the strength of the project lead/manager's combination of relevant education work, experience in related field, qualifications and satisfactory performance on similar projects (examples should include titles of projects, names of clients, date and length of time spent, dollar value, duties and responsibilities, level of effort on the project and brief description of the work undertaken).</p>	3	4
<p><b>2.2 Contingency Plan</b></p> <ul style="list-style-type: none"> <li>• Defines contingency plan to ensure project continuity and completion.</li> </ul> <p>Contingency plan must include the establishment of a backup lead resource in the event the project lead/manager is unable to execute contractual obligations.</p>	2	3
<p><b>2.3 Editorial quality of proposal</b></p> <ul style="list-style-type: none"> <li>• Writes proposal in an organized, clear and concise manner</li> </ul>	2	3
<p><b>2.4 Contract Management Controls and quality assurance</b></p> <ul style="list-style-type: none"> <li>• Defines deliverables, timelines and review processes</li> <li>• Defines quality assurances processes in place for performing the work and ensuring data quality</li> <li>• The proposal should include a realistic project timeframe that takes into account when early deliverables and evaluation results are needed. It should also clearly demonstrate the firm's proposed method of coordination and liaison with the WD Project Authority.</li> </ul>	3	5



<ul style="list-style-type: none"> <li>It should also allocate appropriate personnel to specific tasks (e.g., senior personnel assigned to sensitive tasks, technically skilled persons or subject matter experts assigned to methodologically complex tasks).</li> </ul>		
<p><b>2.5 Relevant Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Describes two reports of completed impact studies of similar scope involving similar methodologies and data collection approaches as this evaluation. Both reports should be done for entities other than PrairiesCan &amp; PacifiCan.</li> <li>Include executive summaries of the two reports.</li> <li>Based on previous work, the team demonstrates their experience in conducting research, interviews and surveys</li> <li>Based on previous work, the team demonstrates their experience of evaluation of government programming and the Government of Canada evaluation standards and guidelines</li> </ul>	9	13
<p><b>2.6 References</b></p> <p>Includes names and contact information of two references. Both references indicate they would contract with the supplier again.</p>	1	2
<b>Maximum score 30 points / Minimum score 20 points</b>		
<b>Total Maximum Score 100 Points / Total Minimum Score 60 Points</b>		

**Mandatory Financial Criteria**

Bids must meet the mandatory financial criteria specified below.

The maximum funding available for the Contract resulting from the bid solicitation is **\$150,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications and Additional Information Required with the Bid

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification, attachment 1 to part 5 of this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

### 5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) 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.



# ATTACHMENT 1 TO PART 5 CERTIFICATIONS AND ADDITIONAL INFORMATION REQUIRED WITH THE BID

## 1. COVID-19 Vaccination Requirement Certification

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

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

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

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

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

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

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

### Optional

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

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

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



## **ATTACHMENT 2 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD**

### **1. Status and Availability of Resources**

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

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

### **2. Education and Experience**

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



## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

6.1.1 Before award of a contract, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder 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 that time period will render the bid non-responsive.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html> ) website.

### 6.2 Financial Capability

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

### 6.3 Insurance Requirements

The Bidder must comply with the insurance requirements specified in Part 7 - Resulting Contract Clauses.





## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work **COMPLETED AT AWARD**

The Contractor must perform the Work in accordance with the Statement of Work in Annex A and the Contractor's technical bid entitled \_\_\_\_\_ dated \_\_\_\_\_.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2035](#) (2022-05-12) General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following replacements:

**Section 08 – Replacement of Specific Individuals**, of [2035](#) (2022-05-12) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

1. 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 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.

Any assessment of the information provided will occur as per 2 (b) below.

2. 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 for default under Article titled "Default of the Contractor"; or
  - b. assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet 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 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.
3. Where an Excusable Delay applies, Canada may require 2 (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.
4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a 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 that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

- 5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

**Section 17 - Interest on Overdue Accounts**, of 2035 (2022-05-12) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

With respect to **Section 30 - Termination for Convenience**, of 2035 (2022-05-12) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 04) 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
- 05) 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 Revenue 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.
- 06) 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.

### 7.2.2 Inspection and Acceptance

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

### 7.2.3 Specific Person(s) **COMPLETED AT AWARD**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_.

### 7.3 Security Requirement

**7.3.1** The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form 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 **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP, PWGSC



3. The contractor/offeror **must not** remove any **protected/classified** information from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List, attached at Annex C
  - b. Contract Security Manual (latest edition)

**7.4 Term of Contract COMPLETED AT AWARD**

**7.4.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_, inclusive

**7.4.2 Termination on Thirty Days Notice**

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

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

**7.5 Authorities**

**7.5.1 Contracting Authority COMPLETED AT AWARD**

The Contracting Authority for the Contract is:

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

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

Public Works and Government Services Canada

Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_

E-mail address: \_\_\_\_\_

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

**7.5.2 Project Authority COMPLETED AT AWARD**

The Project Authority for the Contract is:

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

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_ - \_\_\_ - \_\_\_

Facsimile: \_\_\_ - \_\_\_ - \_\_\_

E-mail address: \_\_\_\_\_



In its absence, the Project Authority is:

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

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

**7.5.3 Contractor's Representative COMPLETED AT AWARD**

**7.6 Payment**

**7.6.1 Basis of Payment – Fixed Time Rate Limitation of Expenditure**

For the Work described in section the Statement of Work in Annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of Payment in Annex B to a limitation of expenditure of \$ \_\_\_\_\_ .  
Applicable Taxes are extra."

**7.6.1.1 Limitation of Expenditures for Authorized travel and Living Expenses**

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees", to a limitation of expenditure of \$ \_\_\_\_\_ .  
Applicable Taxes are extra.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations."

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

**7.6.2 Method of Payment COMPLETED AT AWARD**

- ( ) [H1000C](#) (2008-05-12) Single Payment
- OR
- ( ) [H1008C](#) (2008-05-12) Monthly Payment

**7.6.3 Electronic Payment of Invoices – Contract COMPLETED AT AWARD**

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





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

**7.6.4 Discretionary Audit**

[C0705C](#) (2010-01-11), Discretionary Audit

**7.7 Invoicing Instructions COMPLETED AT AWARD**

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

- 0. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
  - e.
- 2. Invoices must be distributed by E-mail as follows:

Contact	E-mail Address

**7.8 Certifications and Additional Information**

**7.8.1 Compliance**

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

**7.9 Applicable Laws COMPLETED AT AWARD**

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

**7.10 Priority of Documents COMPLETED AT AWARD**

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

- a) the Articles of Agreement;
- b) the general conditions [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;



- e) Annex C, Security Requirements Check List; and
- f) the Contractor's bid dated [REDACTED] as clarified on [REDACTED] and, as amended on [REDACTED].

#### **7.11 Foreign Nationals**

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

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

#### **7.12 Insurance**

*SACC Manual* clause [G1005C](#) (2016-01-28), Insurance

#### **7.13 Proactive Disclosure of Contracts with Former Public Servants **COMPLETED AT AWARD****



## ANNEX A, STATEMENT OF WORK

### 1. **BACKGROUND**

Prairies Economic Development Canada (PrairiesCan) is the department that diversifies the economy across the Canadian Prairies. PrairiesCan leads in building a strong, competitive Canadian economy by supporting business, innovation and community economic development unique to Alberta, Saskatchewan and Manitoba.

Pacific Economic Development Canada (PacifiCan) is the regional development agency focused on British Columbia's evolving economy. PacifiCan leads in building a strong, competitive Canadian economy by supporting business, innovation and community economic development unique to British Columbia.

PrairiesCan & PacifiCan delivered on the Government's Regional Relief and Recovery Fund (RRRF).

### 2. **CONTEXT**

RRRF is a \$2 billion Canada-wide fund to support businesses that were affected by the COVID-19 pandemic that were unable to access other federal pandemic support programs. The RRRF has funding categories for rural businesses, for women-owned or women-led businesses, and for all other small and medium-sized businesses. This Fund also includes a focus on tourism related businesses, which have been hard hit by the pandemic. As part of Canada's COVID-19 Economic Response Plan, the RRRF assisted businesses and organizations across Canada to mitigate financial pressures caused by the pandemic. The RRRF was a backstop to other federal COVID-19 measures, focused on liquidity and targeted ecosystem support. The RRRF was rolled out as quickly as possible to provide assistance to businesses and organizations in need.

PrairiesCan & PacifiCan funding allocation was over \$800 million in G&Cs (including Community Futures (CFs) allocation) to deliver on the objectives of the RRRF. Through RRRF, PrairiesCan & PacifiCan delivered funding to 5,172 businesses and organizations.

#### **Eligibility**

Eligible applicants for RRRF Funding must:

- have between 1 and 499 full-time-equivalent employees
- have been in operation before March 2020 and intend to continue operations
- be financially viable
- have suffered financially as a result of the COVID-19 pandemic
- have applied for other federal COVID-19 relief programs but were determined to be ineligible or were provided with amounts that did not fully cover the applicants' needs
- have an active business chequing account

#### **Eligible Costs**

The purpose of this program is to support fixed operating expenses that are not supported through other programs. This includes costs such as:

- utilities
- insurance
- debt expense (e.g. interest payments, bank charges)
- professional fees
- rent
- wages and salaries
- property and business taxes
- other acceptable business related expenses

Costs that are subsidized/funded in whole or in part through Canada Emergency Wage Subsidy (CEWS) or any other government programs cannot be claimed as costs under RRRF.



### **Funding Types**

#### **<\$60,000**

Offered as an initial \$40,000 conditionally repayable loan plus an additional \$20,000 conditionally repayable loan. If funds are repaid by December 31, 2022, 25 percent of the first \$40,000 (up to \$10,000) and 50% of the second \$20,000 (up to \$10,000) will be forgiven. If not repaid by December 31, 2022, the balance of the contribution will be repaid interest-free by December 31, 2025.

#### **>\$60,000**

Eligible applicants can apply for assistance up to \$1 million, with support for requests over \$1 million provided on a case-by-case exception. Contributions are fully repayable and interest-free, with repayment schedules starting after December 31, 2022.

### **Funding Streams**

PrairiesCan & PacificCan delivered this program in western Canada through a series of unique streams: RRRF programming is being delivered through two streams:

#### **Stream 1**

Support delivered directly by the six RDAs to:

- businesses that do not qualify for, or have been rejected from, other Government of Canada COVID-19 relief supports, and that have liquidity needs.
- businesses that are critical to the survival of a community, region or sector (either directly or through supply chains) and are experiencing ongoing liquidity pressures, despite accessing these measures.
- not-for-profit organizations (NFPs) who provide technical support and/or funding to businesses to assist them in mitigating COVID-19 impacts; those that are undertaking commercial activities, such as tourism operators; as well as those that may redistribute financial support to businesses.

#### **Stream 2**

Support delivered by network of nearly 270 Community Futures organizations to support small and medium sized enterprises (SMEs) in rural and remote areas.

### **3. REFERENCE DOCUMENTS**

- 2021 Report of the Auditor General of Canada to the Parliament of Canada on Covid-19 Pandemic – Report 14 RRRF

### **4. PURPOSE**

The impact study will examine the extent to which objectives and short-term outcomes of the RRRF have been achieved in the Prairies. The study will report on the effectiveness of the design and delivery of RRRF programming in the Prairies & BC, and provide recommendations for future delivery of such interventions. Client satisfaction with program delivery will be assessed as part of the study.

### **5. TASKS AND DELIVERABLES**

The Contractor must perform a variety of tasks and produce a number of deliverables which will include, but are not limited to the following:

#### **Task 1: Develop a comprehensive and Integrated Work Plan and Schedule.**

The Contractor will provide a study plan acceptable to the Project Authority, identifying tasks, personnel assigned, start and completion dates. The plan must identify and take into account potential challenges and limitations to deliver on the tasks. Timing must take into account details of the evaluation approach and must be approved by PrairiesCan Project Authority prior to implementation. The comprehensive work





plan must include a data analysis plan outlining the methodologies the contractor proposes to analyze, including all data and integrate them into a final presentation and report for the study. As part of the design phase, the consultant will conduct research, and conduct initial interviews/consultations and discussions with the Project Authority and other PrairiesCan & PacifiCan staff to refine the Terms of Reference. It is expected that the consultant will approach this task with a flexible approach that allows enhancements to the study. The Project Authority must approve the work plan and schedule prior to the start of data collection.

### **Task 2: Develop a strategy for the study based on the scope and focus**

The strategy must incorporate innovative approaches to conducting impact studies. The strategy must include issues to be addressed in the study, data collection methods and an overview of how the study will be reported. Study methodology must employ both qualitative & quantitative mixed methods approach in the analysis.

### **Task 3: Develop a methodology for data collection, including consultations/interviews**

Methodology for data collection **must** include, but not restricted to:

- **Initial Interviews & Review of Documents:** Interviews of PrairiesCan & PacifiCan staff on departmental delivery of the RRRF in western Canada. This will help in understanding the complexities of the RRRF and position the study for success.
- **Study Strategy:** Develop a strategy for the study. The strategy must incorporate innovative approaches to conducting impact studies. The strategy must include issues to be addressed in the study, data collection methods and an overview of how the study will be reported. Study methodology must employ both qualitative & quantitative mixed methods approach in the analysis.
- **PrairiesCan & PacifiCan Database Review:** Conduct a review of RRRF projects in the department's database. This will include financial and administrative data.
- **Interviews & Surveys:** Design and conduct key-informant interviews and surveys of a representative sample of clients.
- **Economic Benefits:** The study will use economic models to determine the economic benefits of the RRRF. Economic models used to assess impacts vary from cost benefit analysis to (ROI) return on investment and employ a variety of methods for determining economic benefits.
- **Case Studies:** Determine an appropriate number of projects and conduct case studies of the projects. Case studies may be used to estimate longer-term impacts of RRRF intervention.

### **Task 4: Conduct the impact study**

The contractor will conduct the evaluation based on the strategy and report on results as identified in the Statement of Work and Terms of Reference. The regional offices of PrairiesCan located in Edmonton, Saskatoon and Winnipeg can provide boardrooms and any audio-visual equipment required for conducting the evaluation. The boardrooms in each of the offices can accommodate up to twelve (12) people.

### **Task 5: Provide technical reports**

As part of the deliverables for the evaluation, the contractor will provide draft and final technical reports for:

- Interviews/Survey reports
- Economic Benefit Analysis
- Case Studies

### **Task 6: Present and report on findings for the evaluation**



The Contractor will facilitate a presentation session of findings to PrairiesCan & PacifiCan officers and senior management. This facilitation may be done in-person or using tele or video conference. The presentation will also be used to explore recommendations for the study.

The final report of the evaluation must be undertaken in 2 parts:

1. Develop 2 reports – one for PrairiesCan & one for PacifiCan. Reports must be concise.
2. A PowerPoint presentation of the findings, conclusions and recommendations.
3. If required, participate in PrairiesCan Performance Measurement & Evaluation Committee (PMEC) to present findings and answer questions.

**Task 7: Administrative Tasks**

- Attend an initial meeting with the project team/steering committee to discuss the project and to gather further information. The initial meeting does not have to be in person as it could be done by video or tele-conference;
- Ensure that the Project Authority approve the updated Terms of Reference for the project prior to implementation;
- Provide a bi-weekly progress report to the Project Authority noting any problems that may cause delays or affect subsequent work;
- Provide all office supplies, work facilities and administrative support to conduct the project; and
- Arrange with the Project Authority to access Federal Government facilities, equipment and /or files if required.

**6. TIMEFRAME AND DELIVERY DATES**

<b>Task#</b>	<b>Description</b>	<b>Timeline (Negotiable)</b>
1	Develop a comprehensive and Integrated Work Plan and Schedule.	Within 3 weeks of Contract Signing
2	Develop a strategy for the study based on the scope and focus Must be developed as part of Task 1.	Within 3 weeks of Contract Signing
3	Develop a methodology for data collection, including consultations/interviews. Must be developed as part of Task 1.	Within 3 weeks of Contract Signing
4	Conduct the study	TBD
5	Provide technical reports	TBD
6	Present and report on findings for the study	TBD
7	Administrative Tasks	Ongoing

**7. DELIVERY FORMAT AND ACCEPTANCE CRITERIA**

All deliverables must be written in the English language and submitted in hard copy where applicable, and in an electronic format in Microsoft™ Word or PowerPoint, with tables in Microsoft™ Excel and graphics in Microsoft™ Visio format.

The Project Authority will determine acceptability of all deliverables, based on the contractor complying with the terms and conditions of the contract, and professional industry standards that identify what constitutes “acceptance”. Contractor must know what is expected to minimize differences in interpretation.

**8. CONTRACTOR SUPPORT**

The Project Authority will facilitate contact with stakeholders as required. Potential interviewees may also be contacted ahead of time by the Project Authority to inform them of the study and solicit their participation. If required, PrairiesCan will provide video-conferencing services for all the tasks in PrairiesCan & PacifiCan regional offices.



In addition, the Project Authority may communicate with the contractor on various topics, including, but not limited to:

- proposed changes/ improvements to methodology and conduct of the study;
- feedback on draft reports;
- issues with data provided by PrairiesCan; and
- participation in regular meetings or teleconferences with the contractor to ensure the project remains on track.

#### **9. LOCATION OF WORK AND TRAVEL**

It is anticipated that most of the Work will be done on the contractor's premises by telephone and e-mail. PrairiesCan will provide video-conferencing services as required at PrairiesCan & PacifiCan premises. No travel is anticipated.

The Project Authority must approve all travel before travel arrangements can be made. Authorized travel and living expenses will be reimbursed at actual cost incurred, except for meals and private vehicle mileage, which are not to exceed the rates given in the Treasury Board Travel and Living Guidelines in effect at the time of travel. A copy of the current Travel Directive is available at: <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>. Travel costs are not to include mark-up and all payments on travel and living expenses are subject to government audit.

#### **10. LANGUAGE OF WORK**

The Contractor must be fluent in English (oral, writing and reading comprehension) and all written documents and correspondence must be in English. The bidder must have the capacity to conduct work in French if requested.



## ANNEX B, BASIS OF PAYMENT

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

### 1.0 Professional Fees **COMPLETED AT AWARD**

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

Stream	Name of Resource(s)	All-inclusive fixed Per-Diem Rate	Days of Work (Estimated)	Total
Business Consulting / Change Management				
Project Management Services				
<b>Evaluated Price (Applicable Taxes excluded):</b>				<b>\$</b> _____
<b>Applicable Taxes</b>	Insert the amount, as applicable:			GST: HST: PST:

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

**Total Estimated Cost of Professional Fees: \$** \_\_\_\_\_

### 2.0 Cost Reimbursable Expenses

#### 2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work outside of a radius of 100 kilometers of the Contractor's place of business, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_

### 2.3 Other Direct Expenses **COMPLETED AT CONTRACT AWARD**



The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

**Allowable Categories**

**Estimated Cost**

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

Total Estimated Cost of Other Direct Expenses: \$ \_\_\_\_\_

Total Estimated Cost- Cost Reimbursable Expenses: \$ \_\_\_\_\_



## **ANNEX C, SECURITY REQUIREMENTS CHECK LIST**

*(See attached below)*



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

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input 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 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 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 type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input 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 type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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

**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 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 EMBLEMES			

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

Security Classification / Classification de sécurité
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**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

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



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

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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