

**CANADIAN HERITAGE**  
**REQUEST FOR PROPOSAL**

REQUEST NUMBER: 10211051

TITLE: Profile 2021 – Annual Report on the Canadian Magazine  
Industry

REQUEST DATE: July 19, 2022

CLOSING DATE AND TIME: August 17, 2022, 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Rebecca Blaise  
Procurement and Contracts Officer  
Contracting and Materiel Management Directorate  
Canadian Heritage

E-mail: [contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca)

The Department of Canadian Heritage has a requirement to be carried out in accordance with the **Statement of Work** attached hereto as **Annex "A"**.

Bidders submitting a quotation are also requested to complete the Offer of Services attached at **Annex "C"**. By signing and submitting this form, Bidders are confirming that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and that:

**IMPORTANT: Submission via email**

Please note that because of the present circumstances associated with the COVID-19 virus, PCH will only accept bids by email. Bids transmitted by facsimile or mail to PCH will not be accepted. It is the responsibility of the Bidder to assure that their complete email bid be delivered to PCH by the specified date and time. Indicate the title of the request for proposals (RFP) in the email object. The email address is the following:

**Contrats/Contracting (PCH)**  
[contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca)  
**RFP : 10211051**  
**Attention : Rebecca Blaise**

The PCH email server cannot accept any email transmission that is 14 MB or plus. If due to email or document size issues it is necessary to send documents using more than one email, this is acceptable, but they must be referenced to each other. Bids that arrive after the specified date and time will not be accepted. Bidders are encouraged to keep a confirmation that the email was sent and delivered.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Work**

The requirement is detailed under Annex A of the resulting contract clauses.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Bids**

Please note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept proposals by e-mail at [contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca). proposals transmitted by facsimile or mail to PCH will not be accepted.

#### **2.2.1 Submission via e-mail**

Proposals must only be submitted by e-mail by the date and time to the e-mail address indicated on page 1 of the **RFP**

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 3 business 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.

### **2.4 Former Public Servant**

#### **a. Information Required**

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

#### **b. Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- i. an individual;
- ii. an individual who has incorporated;
- iii. a partnership made of former public servants; or
- iv. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

**c. Former Public Servant in Receipt of a Pension**

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

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

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

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

**d. Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;
- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks;
- vii. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Please note that due to the current circumstances associated with the COVID-19 virus, PCH will exceptionally only accept submissions sent by email to: [contrat-contracting@pch.gc.ca](mailto:contrat-contracting@pch.gc.ca). Bids sent by facsimile or mail to the attention of PCH will not be accepted.

#### **3.1.1 Submission via e-mail**

**IMPORTANT:** The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or more. It is the responsibility of the Bidder to assure that their complete e-mail proposal be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Proposals that arrive after the specified date and time will not be accepted.

The Offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **Section III: Certifications**

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



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

### **4.2 Technical Evaluation**

#### **a. Mandatory Technical Criteria**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Annex C - Bid Evaluation Criteria.

#### **b. Point Rated Technical Criteria**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex C - Bid Evaluation Criteria.

### **4.3 Financial Evaluation**

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex "B".

### **4.4 Basis of Selection**

Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation; and
  - b) meet all mandatory evaluation criteria; and
  - c) obtain the required minimum points where applicable as specified in Annex C for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a), (b), (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)</b>							
		<b>Bidder 1</b>		<b>Bidder 2</b>		<b>Bidder 3</b>	
<b>Overall Technical Score</b>		115/135		89/135		92/135	
<b>Bid Evaluated Price</b>		\$55,000.00		\$50,000.00		\$45,000.00	
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 80 = 68.14		89/135 x 80 = 52.74		92/135 x 80 = 54.52	
	<b>Pricing Score</b>	45/55 x 20 = 16.36		45/50 x 20 = 18.00		45/45 x 20 = 20.00	
<b>Combined Rating</b>		84.50		70.74		74.52	
<b>Overall Rating</b>		1st		3rd		2nd	

#### 4.5 Internal Approval

Bidders should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided 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 property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

### **6.3 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.

#### **6.3.1 General Conditions**

[2010B](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

[4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to September 30, 2023 inclusive

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Rebecca Blaise  
Procurement and Contracts Officer  
Contracting and Materiel Management  
Financial Management Branch  
Canadian Heritage  
15 Eddy St, Gatineau, Qc, K1A 0M5, Canada

E-mail address: [contrats-contracting@pch.gc.ca](mailto:contrats-contracting@pch.gc.ca)

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

*[To be provided at time of Contract award]*

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.

### **6.5.3 Contractor's Representative**

*[To be provided at time of Contract award]*

## **6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ *.(to be disclosed at Contract Award)* Customs duties are included and Applicable Taxes are extra.

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

### **6.7.2 Method of payment – Milestone payments**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Annex "B" and the payment provisions of the Contract if:

- a. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

## **6.8 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International);

## **6.9 Invoicing Instructions**

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.

Invoices must be distributed as follows:

- a) The original must be forwarded to the Project Authority's email address shown in 5.2 of the Contract for certification and payment.

## **6.10 Certifications and Additional Information**

### **6.10.1 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.

### **6.11 Applicable Laws**

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

### **6.12 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) Supplemental General Conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions [2010B](#) (2022-01-28), Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_

### **6.13 Official Languages**

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

### **6.14 Insurance – No Specific Requirement**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **6.15 Green Procurement**

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

#### **6.16 Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

#### **6.17 Contract Administration**

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



## ANNEX "A"

### STATEMENT OF WORK

#### 1 Title

Profile 2021 – Annual Report on the Canadian Magazine Industry

#### 2 Background

##### 2.1 Objective

The objective of this project is to procure annual benchmark data that pertains to the financial state and wellbeing of the Canadian magazine industry. In the first year, the results of the project will be used to meet ministerial reporting requirements and to inform policy decisions that pertain to the funding of Canadian magazines. In subsequent years, the data will allow for the computation of annual trends in the magazine industry. The Contractor will be tasked with obtaining data through research and compiling the data into a single report. Periodically, the Contractor will be required to provide status reports. At the end of the project, the Contractor will be required to give a presentation of the findings and provide a summary deck.

##### 2.2 Context

Canadian Heritage (PCH) plays a vital role in the cultural, civic and economic life of Canadians. The Department invests in the future by supporting the arts, such as Canadian magazines.

There are currently over 2,300 Canadian print and digital magazines spanning several genres, such as business-to-business, business-to-consumer, farm and ethnocultural.<sup>1</sup> The magazine industry employs over 9,000 Canadians.<sup>2</sup> In 2019, the magazine industry's total revenues reached \$1.2B, while its profit margin represented 8.1%.<sup>3</sup>

Through the Canada Periodical Fund (CFP), PCH provides financial assistance to Canadian periodicals to enable them to overcome market disadvantages and continue to provide Canadian readers with the content they choose to read. The CPF has three components: Aid to Publishers (ATP), Business Innovation (BI) and Commercial Initiatives (CI). ATP provides eligible Canadian publishers of print magazines, print community newspapers (non-daily) and digital periodicals with the financial support they need to produce and distribute high-quality, Canadian editorial content for Canadian readers. BI offers support for projects to eligible small and mid-sized printed magazine and digital periodical publishers. CI funds projects for organizations designed to increase the overall sustainability of the Canadian magazine and community newspaper (non-daily) industries.

Along with supporting Canadian magazines, PCH analyzes the state of the Canadian periodical industry through statistical data. In previous years, benchmark data was obtained through reports provided by Magazines Canada as well as from tables provided by Statistics Canada and various websites. However, due to the declining state of the Canadian magazine industry and diminishing external resources, PCH can no longer rely on these sources. Further, the information made available on the various websites is typically a few years behind, and the methodology used to generate the data varies from one website to the next.

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<sup>1</sup> Magazines Canada Industry Data Project 2014-2019

<sup>2</sup> Statistics Canada, Table 36-10-0452-01, Culture and sport indicators by domain and sub-domain, by province and territory, product perspective

<sup>3</sup> Statistics Canada, Table 21-10-0053-01, Periodical publishers, summary statistics

Given the slow downturn of the Canadian periodical industry, the decline of which has been accelerated by the COVID-19 pandemic, there is a particular need for reliable, annual benchmark data that is provided by a single source using a consistent methodology. This information should be provided in a single report by the Contractor, and a summary deck presentation should also be submitted.

### **2.3 Assumptions**

The intellectual property created as a result of the Contract will be owned by PCH as per Supplemental General Conditions 4007. In all cases, PCH will own Copyright. The Department will make the research documents available to industry associations and other clients in both official languages. The final report will be posted on the websites of industry associations.

### **2.4 Terminology**

SMJ: Special Measures for Journalism

### **2.5 Reference Documents**

Data from the Statistics Canada website

- Table 21-10-0053-01 Periodical publishers, summary statistics
- Table 21-10-0071-01 Periodical publishers, advertising, circulation and custom publishing revenue (x 1,000,000)
- Table 21-10-0216-01 Periodical publishers, breakdown of published titles by language
- Table 21-10-0269-01 Periodical publishers, print circulation by channel of distribution
- Table 21-10-0268-01 Periodical publishers, print circulation by type of publication
- Table 21-10-0270-01 Periodical publishers, published titles by type of publication
- Table 21-10-0070-01 Periodical publishers, sales by activity
- Table: 36-10-0652-01 National culture and sport indicators by domain and sub-domain (x 1,000)

Data from the CardOnline website (<https://www.cardonline.ca/>)

Magazines Canada Industry Data Project 2014-2019 (available upon request)

Details on the Canada Periodical Fund (<https://www.canada.ca/en/canadian-heritage/services/funding/periodical-fund.html>)

Internal documents:

- Experimental Data 2020 (<https://135gc.sharepoint.com/:f/s/ext/pspam-sppca/pprs-sppr/grp-prg/css-ssc/Etnkb3UmgcJLgfuXK-ubx2IBjG8a2oPuCHkhWoo30Nw5Xw?e=ZlyhMx>)
- National Culture Indicators - Gross Domestic Product and Jobs ([Detailed Figures for 2021 First Quarter \(gcpedia.gc.ca\)](#))

## **3. Requirements**

### **3.1 Scope**

The Contractor is responsible for drafting a report that contains benchmark data pertaining to the Canadian magazine industry. The report should be divided into the following sections:

- Overview of the health of the Canadian magazine industry
- Employment
- Canadian magazine production
- Canadian print and digital magazine circulation
- Top print and digital magazines in Canada

In subsequent years, this data will be used to reveal trends in the Canadian periodical industry.

*The Contractor will provide interim status reports. At the end of the project, the Contractor will give a presentation of the findings and provide a summary deck.*

### **3.2 Tasks, Activities and Deliverables**

Before undertaking the research, the Contractor must conduct a review of available documentation and data, through PCH and publicly available information. This will enable the Contractor to make use of resources already available and to minimize the information that needs to be gathered from publishers.

By using both existing resources and collecting data from the Canadian magazine industry, the Contractor is tasked with providing the following data points in the final report and in raw data form (Excel database) for each of the pertinent sections below beginning in 2020, on an annual basis. The information should also be provided in charts and/or graphs, where applicable.

- Overview of the financial health of the Canadian magazine industry (broken down by province and territory)
  - Operating revenues for the Canadian magazine industry
  - Operating expenses for the Canadian magazine industry
  - Profit margin for the Canadian magazine industry
  - Print advertising revenues for the Canadian magazine industry
  - Digital advertising revenues for the Canadian magazine industry
  - Circulation revenues for the Canadian magazine industry (paid subscription, retail sales, request circulation, controlled circulation, etc.)
  - Public support revenues through grants and contributions for the Canadian magazine industry (national and provincial/territorial)
  - Other revenue sources: events/trade shows, selling merchandise (storefront or online), complementary services, awards, contests, membership fees, grants, custom publishing, podcasts, other, etc. (\$ value and/or the % each category represents of total revenue)
- Employment
  - Number of Canadians employed and participating in the magazine industry, broken down by
    - type of employment: full-time employee, part-time employee, freelancer, contractor, volunteer
    - function: editorial-related position (i.e., editor, writer, translator, proofreader, photographer, designer, illustrator, videographer and journalist) vs. operational position (finance, advertising, admin, etc.)
    - gender of employees and volunteers: male, female, another gender, don't know, or do not wish to disclose
    - salaries and per-hour wages, as well as yearly earnings for contractors/freelancers
  - Number of hires (between April 1, 2020 and March 31, 2021)
  - Number of jobs lost (lay-offs) (between April 1, 2020 and March 31, 2021)
- Canadian magazine production (broken down by province and territory)
  - Number of Canadian magazine titles, by genre (business-to-consumer, business-to-business, farm, ethnocultural, Indigenous, official language minority, LGBTQ2+)
  - Number of Canadian magazine titles, by format (print, digital, replica, app)
  - Number of Canadian magazine titles, by language (English, French, other language)
  - Launches of magazine titles (between April 1, 2020 and March 31, 2021)
  - Closures of magazine titles (between April 1, 2020 and March 31, 2021)
- Canadian print magazine circulation (broken down by province and territory)
  - Number of copies distributed, by method of circulation (paid subscription; newsstand and other sales; controlled or requested circulation; other free, complimentary or promotional copies)
  - Number of copies exported outside of Canada
- Canadian digital magazine circulation (broken down by province and territory)
  - VPM (visitors per month)
  - Digital copy circulation (issues/year x per issue circ)

- Replica? (y/n)
- App? (y/n)
- Top print magazines in Canada (broken down by province and territory, as well as by subscription revenues and newsstand and other sales)
  - Top 50 print magazines in Canada
  - Top 25 Canadian English-language print magazines
  - Top 25 Canadian French-language print magazines
  - Top 10 Canadian third-language print magazines
- Top digital magazines in Canada (broken down by province and territory, as well as by subscription revenues)
  - Top 50 digital magazines in Canada
  - Top 25 Canadian English-language digital magazines
  - Top 25 Canadian French-language digital magazines
  - Top 10 Canadian third-language digital magazines

The Contractor will gather information and data through online research, surveys and interviews, as well as conduct a review and an assessment of program data. The research will focus on the Canadian magazine industry as a whole, in other words, both existing CPF and Special Measures for Journalism clients, as well as those not currently in the program, some of which may have received funding from other federal and/or provincial/territorial bodies.

The Contractor will be tasked with compiling the above into a single report. Periodically, the Contractor will be required to provide status reports. At the end of the project, the Contractor will be required to give a presentation of the findings and provide a summary deck.

It is important that the Contractor be able to gather data that covers the industry as completely as possible to provide an accurate profile of the Canadian magazine industry. The Contractor will be required to ensure that data gathered is a representative sample (region, language, etc.). The Contractor will be asked to provide information on measures taken in cases where they are not able to get a response.

All deliverables and services rendered under this contract are subject to revision by the PCH Project Authority. Should any deliverables not be to the satisfaction of the PCH Project Authority, as submitted, the PCH Project Authority shall have the right to reject it or require correction before payment will be authorized.

### **3.3 Resources Required**

The Contractor's resources will consist of one (1) resource as the Project lead, one (1) resource as the Research lead, and Facilitator(s), each of whom have at least 5 years of experience in their respective positions.

## **4 Constraints**

### **4.1 Travel Requirements**

Any information needed from PCH will be provided over the phone, via MS Teams or through email.

### **4.2 Language of Work**

Drafts of the report and ancillary working documents can be provided in English or French.

#### 4.3 **Work Location and Access Restrictions**

The work is to be completed remotely. Travel will not be required. The Contractor will need to be available to attend meetings over the phone or via videoconference (e.g., MS Teams), and be readily reachable by email.

#### 4.4 **Project Schedule**

<b>Deliverable</b>	<b>Timeline (in business days)</b>	<b>Approx. Timeline</b>
Review program data & documentation	39 days after contract is awarded	30-Sep-2022
Environmental scan for existing external data, identification of data gaps, analysis of data sources	70 days from the time the contract is awarded	15-Nov-2022
Prepare draft research plan that sets out the methodology (i.e. the plan to gather missing data through different sources, surveys, interviews and research)	82 days from the time that the contract is awarded	01-Dec-2022
Data collection & preliminary findings (including response rate for surveyed magazines)	126 days from the time the contract is awarded	01-Feb-2023
First draft of report	168 days from the time the contract is awarded	01-Apr-2023
Final draft of report	209 days from the time the contract is awarded	01-Jun-2023
Presentation accompanied by a summary deck	294 days from the time the contract is awarded	30-Sep-2023

Throughout the process, the Contractor will incorporate feedback from the PCH project authority into the report.

#### 4.6 **Other**

The outbreak of COVID-19 may have an impact on the timeliness of the work and the response rate of queried magazine publishers.

#### 5 **Support provided by PCH**

PCH will be responsible for answering potential questions regarding the program and project from the Contractor, as well as providing reference documents. The PCH Project Authority will be responsible for approving status reports and providing comments to the Contractor. The Contractor will not have access to PCH premises.

**ANNEX "B"**

**BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable taxes are extra.

**A- Contract Period (contract award date to September 30, 2023)**

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

The Contractor will be paid a firm price of, *(to be disclosed at Contract Award)* as per the following Schedule of Milestones. Customs duties are included and applicable taxes are extra.

<b>Deliverable</b>	<b>Payment schedule</b>	<b>Percentage</b>	<b>Firm Pricing for the Milestone</b>	<b>Taxes</b>	<b>Approx Timeline</b>
Review program data & documentation	39 days after contract is awarded	5%			September 2022
Environmental scan for existing external data, identification of data gaps, analysis of data sources	70 days from the time the contract is awarded	10%			November 2022
Prepare draft research plan that sets out the methodology (i.e. the plan to gather missing data through different sources, surveys, interviews and research)	82 days from the time that the contract is awarded	15%			December 2022
Data collection & preliminary findings (including response rate for surveyed magazines)	126 days from the time the contract is awarded	25%			February 2023
First draft of report	168 days from the time the contract is awarded	30%			April 2023
Final draft of report	209 days from the time the contract is awarded	10%			June 2023
Presentation accompanied by a summary deck	294 days from the time the contract is awarded	5%			September 2023

**ANNEX “C”**

**BID EVALUATION CRITERIA**

**1.0 GENERAL INSTRUCTIONS**

- a) It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data in their proposals. Note: the compliance grid, by and of itself does not constitute demonstrated evidence.
- b) The Bidder must submit a detailed CV for the proposed resource.

**2.0 MANDATORY TECHNICAL CRITERIA (MTC)**

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 and financial criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Bidders should clearly identify the section(s) or page(s) in their proposals that provide the evidence that they meet the mandatory technical and financial criteria.

ITEM NO.	MANDATORY TECHNICAL CRITERIA	MET / NOT MET	REFERENCE TO THE PROPOSAL INDICATE SECTION(S) OR PAGE(S) OF THE BID
MTC1	Prior to date of bid closing, the Contractor must have been in business for at least three (3) years. The Contractor must demonstrate, in writing, the number of years the firm has been in business.		
MTC2	<p>The Contractor must have a minimum experience of three (3) research projects involving engagement with multiple and various organizations and stakeholders and on behalf of clients from the public sector. These projects must have involved the conduct of focus groups, surveys, interviews or other relevant engagement methods. Further, the results of these projects must have included reports at least 2 pages long as well as statistical data provided in Microsoft Excel format.</p> <p>The Contractor will demonstrate compliance to this criterion by providing the following information for each of the three (3) projects:</p> <ul style="list-style-type: none"> <li>a) Name of the project;</li> <li>b) Client (e.g. Department of Canadian Heritage);</li> <li>c) Description and scope of the project;</li> <li>d) Project methodology;</li> <li>e) Number of organizations and stakeholders involved</li> </ul>		

MTC3	The Bidder must demonstrate that at least one of the proposed team members, has the capacity to review documents in both official languages (English and French), as well as to communicate verbally and in writing in the preferred official language of the stakeholders, during all phases of the contract. Evidence may include, without being limited to, previous projects, published material, curriculum vitae.		
MTC4	The Bidder must provide a detailed Project Plan for all tasks to be undertaken listed in the Scope of Work. The plan must identify all tasks, the relationship of the tasks and any interdependencies as well as the duration of tasks and resources. The plan must identify the roles and responsibilities of all members of its proposed project team for all activities.		
MTC5	The Bidder must submit curriculum vitae (CVs) for all proposed personnel. The CVs must include summaries demonstrating the skills and expertise requested in offering the services relating to the requirements of the RFP. The proposal must specify the expected role of each team member, educational level.		

#### 4.0 POINTS RATED TECHNICAL CRITERIA (RTC)

Bids that meet all mandatory technical criteria will be evaluated and rated as indicated below.

Bidders must demonstrate that they meet the criteria and reference the corresponding section(s) or page(s) in their proposals.

ITEM NO.	RATED TECHNICAL CRITERIA	MAXIMUM NUMBER OF POINTS	MINIMUM REQUIRED POINTS	REFERENCE TO THE PROPOSAL INDICATE SECTION(S) OR PAGE(S) OF THE BID
RTC1	<p>The Contractor must identify one (1) resource as the <b>Project lead</b>, one (1) resource as the <b>Research lead</b>, and <b>Facilitator(s)</b> to conduct focus groups, surveys, interviews or other relevant engagement methods. The Contractor must ensure available resources to support in person or virtual meetings.</p> <p>The resources proposed must meet all of the criteria noted below for the respective category of personnel (project lead, research lead, facilitator(s)) for which they have been proposed.</p> <p>The same resource may be proposed for two categories of personnel (e.g. facilitator and project lead) as long as the responsibilities do not interfere with each other. However, the resource must meet all of the criteria for each category.</p>	20	10	



<p>The Contractor must provide the curriculum vitae of each proposed resource outlining their qualifications, training, education, language capability, related work experience and expertise in support to organize consultation or engagement activities or dialogue events with a variety of Indigenous individuals or organizations which demonstrates their capability to provide services as described in the Statement of Work.</p> <ul style="list-style-type: none"><li>• The <b>Project Lead</b> is a resource with at least 5 years of experience managing delivery of research, consultations or engagement activities between government and industry stakeholders and possesses experience working with virtual meeting platforms.</li><li>• The <b>Research Lead</b> is a resource with at least 5 years of experience conducting research projects between government and industry stakeholders using research methodologies such as (but not limited to) literature reviews, surveys, focus groups, workshops. The individual has experience working with a variety of stakeholders and has the ability to adapt methodologies to specific audiences.</li><li>• The <b>Facilitator(s)</b> is a resource who has at least 5 years of experience facilitating meetings or group discussions with industry stakeholders.</li></ul> <p>Each proposed resource will be assessed separately. Scope of past achievements and number of years of experience will be taken into account in the evaluation of the proposals.</p> <p><b>The following scale will be used (maximum of 20 points):</b></p> <ul style="list-style-type: none"><li>• <b>20 points:</b> The proposed resource's profile is completely aligned with the intended project and scope, as supported by an impressive description of qualifications, training, education, language capability, related work experience that is deemed remarkable.</li><li>• <b>15 points:</b> The proposed resource's profile is sufficiently aligned with the intended project and scope, as supported by a description of qualifications, training, education, language</li></ul>			
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	<p>capability, related work experience that is deemed suitable.</p> <ul style="list-style-type: none"> <li>• <b>10 points:</b> The proposed resource’s profile is moderately aligned with the intended project and scope, as supported by a description of qualifications, training, education, language capability and related work experience that is deemed acceptable.</li> <li>• <b>5 points:</b> The proposed resource’s profile is insufficiently aligned with the intended project and scope, as supported by a description of qualifications, training, education, language capability and related work experience that is deemed inadequate.</li> <li>• <b>0 point:</b> The proposed resource’s profile is not at all aligned with the intended project and scope, as supported by a description of qualifications, training, education, language capability and related work experience that is deemed irrelevant.</li> </ul>			
<p>RTC2</p>	<p>The Bidder should provide a summary (4 pages maximum) of their proposed approach and methodology to fulfill the mandate. This summary should address the following components:</p> <ul style="list-style-type: none"> <li>• An understanding of the project requirements (10 points);</li> <li>• Data sources, collection methods, samples and analysis methods (30 points); and</li> <li>• Anticipated issues and challenges and associated mitigation strategies (10 points).</li> </ul> <p>Each component will be assessed separately, and all aspects of the approach and methodology, including strengths and weaknesses, will be taken into account in the evaluation of the proposals.</p> <p>The following scale will be used (maximum of 50 points):</p> <ul style="list-style-type: none"> <li>• 100%: Rated component is dealt with in-depth, and information provided demonstrates a complete mastery of the subject. Bidder receives 100% of available points for this component.</li> </ul>	<p>50</p>	<p>35</p>	

	<ul style="list-style-type: none"> <li>• 75%: Information provided demonstrates understanding that is relevant to all elements of the rated component. Bidder receives 75% of available points for this component.</li> <li>• 50%: Information provided demonstrates understanding that is relevant to most of the elements of the rated component. Bidder receives 50% of available points for this component.</li> <li>• 25%: Information provided demonstrates understanding that is relevant to some of the elements of the rated component. Bidder receives 25% of available points for this component.</li> <li>• 0%: Information provided does not address the rated component. Bidder receives 0% of available points for this component.</li> </ul>			
RTC3	<p><b>The Bidder should provide a Work Plan (2 page maximum) demonstrating how the project objectives will be met in accordance with the established timelines.</b></p> <p><b>The following scale will be used (maximum of 20 points):</b></p> <ul style="list-style-type: none"> <li>• <b>20 points:</b> The work plan is very detailed, realistic, logical and complete. It clearly lists all the tasks to be carried out, the deliverables and the timelines. The work plan is absolutely convincing as to the ability to meet the objectives while respecting the established timelines.</li> <li>• <b>15 points:</b> The work plan is sufficiently detailed, realistic, consistent and complete. It lists most of the tasks to be carried out, the deliverables and the timelines. The work plan suggests the ability to meet the objectives while respecting the established timelines.</li> <li>• <b>10 points:</b> The work plan is relatively detailed and fairly realistic. It lists most of the tasks to be carried out, the deliverables and the timelines.</li> <li>• <b>5 points:</b> The work plan is neither sufficiently detailed nor realistic. It lists only part of the tasks to be carried out, with a partial timetable.</li> </ul>	20	10	

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	<ul style="list-style-type: none"><li>• <b>0 point:</b> The work plan is non-existent or unrealistic. Few of the tasks to be carried out are listed. No timeline is presented.</li></ul>			
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**ANNEX "D"**  
**OFFER OF SERVICES**

**REQUEST FOR PROPOSALS 1021051**

<i>(to be filled in by Bidder)</i>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> <i>(see the <a href="#">Standard Instructions 2003</a>)</i>	
<b>Bidder's GST/HST/QST number</b>	
<b>Tax rate to be charged on any resulting contract</b>	Specify percentage: _____ %
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>  See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"

<b>Integrity Provisions</b> (as per Part 5 of the bid solicitation)	<b>Integrity Declaration Form</b> An Integrity declaration form must be submitted <b>only</b> when: <ol style="list-style-type: none"><li>1. The supplier, one of its affiliates or a proposed first-tier subcontractor has, in the past three years, been charged with or convicted of a criminal offense in a country other than Canada, that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the <a href="#">Ineligibility and Suspension Policy</a> (the "policy"; and/or</li><li>2. The supplier is unable to provide any of the certifications required by the <a href="#">Integrity Provisions</a></li></ol> <p>Click <a href="#">here</a> to complete the form and instructions for its submittal.</p> <b>List of names for integrity verification form</b> Section 17 of the <a href="#">Ineligibility and Suspension Policy</a> ( <a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a> ) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure: <ul style="list-style-type: none"><li>- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors</li><li>- Privately owned corporations must provide a list of the owners' names</li><li>- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners</li><li>- Suppliers that are a partnership do not need to provide a list of names</li></ul> <p>Suppliers may use this <a href="#">form</a> to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the <a href="#">form</a> online, print, sign and attach it to the bid.</p>
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"><li>1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li><li>2. This bid is valid for the period requested in the bid solicitation;</li><li>3. All the information provided in the bid is complete, true and accurate; and</li><li>4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in Part 6 - Resulting contract clauses, included in the bid solicitation.</li></ol>	
<b>Signature of Authorized Representative of Bidder</b>  	