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**Email / Courriel : [urp-bru@international.gc.ca](mailto:urp-bru@international.gc.ca)**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To:** Department of Foreign Affairs Trade and Development.

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

**Proposition aux:** Ministère des Affaires étrangères, commerce et développement

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

**Comments - Commentaires**

**Issuing Office – Bureau de distribution**

Foreign Affairs, Trade and Development / Affaires étrangères, commerce et développement, SPBC  
200 Promenade du Portage,  
Gatineau, QC

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<b>F.O.B. / F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
<b>Destination of Goods and Services / Destinations des biens et services</b> Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> <b>Pierre Rocan</b> <b>Email / Courriel: <a href="mailto:pierre.rocan@international.gc.ca">pierre.rocan@international.gc.ca</a></b>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
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<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - 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;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada website (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>).

### 1.2 Statement of Work

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

### 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 fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

### 1.4 Trade Agreements

The requirement is subject to the, Atlantic Procurement Agreement, Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

**As this solicitation is issued by Department of Foreign Affairs, Trade and Development (DFATD), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFATD or its Minister(s).**

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](#) (2022-03-29) 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 the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

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

Delete: 60 days

Insert: 180 days

### 2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFATD will not be accepted.

### 2.3 Enquiries - 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.

### 2.4 Applicable Laws

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

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.

### 2.5 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.



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- (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:
- DFATD [Internal Review Mechanism \(IRM\)](#). Complaints should be submitted using the [IRM Enquiry Form](#).
  - 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.

## 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 ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

**Section IV: Additional Information** (one soft copy in PDF format)

#### **Important Note:**

The Department of Foreign Affairs, Trade and Development (DFATD) requests that Bidders follow the format instructions described below in the preparation of their bid:

- Use a numbering system corresponding to that of the bid solicitation;
- The size of the e-mail, including all attachments should **not exceed 20MB**; otherwise, DFATD may not receive it. Should the e-mail exceed this size, Bidders are encouraged to compress files before attaching them to the e-mail.

It is important to note that e-mail systems can experience transmission delays, block e-mails that exceed its size limit and block or delay e-mails that contain elements such as scripts, formats, embedded macros and/or links. Such emails may be rejected by DFATD's e-mail system and/or firewall(s) without notice to the Bidder or to DFATD.

For bids transmitted by email, DFATD will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFATD will send a confirmation email to the Bidders when the submission is received.

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 hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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) 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
- 2) 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



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different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex “B”.

**3.1.2** Exchange Rate Fluctuation - C3011T (2013-11-06).

**3.1.3** SACC Manual Clauses

**Section III: Certifications**

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

**3.1.4 Bidder’s Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.4.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder’s and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**3.1.4.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements will not be considered “demonstrated” for the purpose of this evaluation. Experience gained during formal education will not be considered work experience. All requirements for work experience must be obtained in a work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the criteria being evaluated.

Bidders are also advised that the months of experience listed for a project whose timeframe overlaps that of another reference project will only be counted once. For example: Project 1 timeframe is July 2011 to December 2011; Project 2 timeframe is October 2011 to January 2012; the total in months of experience for these two projects is seven months.

Bidders are also advised that the month(s) of experience listed for any project whose timeframe overlaps that of another referenced project, will only be counted once.

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.

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.





<b>Note:</b> If the bidder does not meet <b>ALL</b> mandatory criteria (MTC1-MTC6), its proposal will automatically be rejected, and the technical component of the proposal will <b>NOT be evaluated</b> .			
<b>Item</b>	<b>Mandatory Criteria</b>	<b>Met</b>	<b>Not Met</b>
<b>MTC1</b>	<p>The Bidder must demonstrate a minimum of 48 (2) years' consecutive experience in program administration within the last six (6) years, as of bid closing date, in each of the following:</p> <ol style="list-style-type: none"> <li>1. Working and managing multiple relationships with national and international partners and networks, such as, but not limited to, the post-secondary education sector, such as universities, colleges, or technical institutions;</li> <li>2. Administering a national or international program that disburses funding to multiple recipients;</li> <li>3. Planning and organizing special events;</li> <li>4. Developing promotional strategies and materials;</li> <li>5. Creating program and project reports; and</li> <li>6. Managing and accounting for project funding of over \$1 million.</li> </ol> <p>In their technical bid, the Bidder may submit up to four (4) projects as needed to demonstrate the required two (2) years of consecutive experience for each criterion. For each project, they must provide:</p> <ol style="list-style-type: none"> <li>a. Start and completion dates (Month/Year);</li> <li>b. Name of the client for whom the work was done;</li> <li>c. Detailed description of the work performed; and</li> <li>d. Dollar value of the project.</li> </ol>		
	<b>Cross Reference to Proposal:</b>		
<b>MTC2</b>	<p><b>Project Leader</b></p> <p>The Bidder must propose one (1) Project Leader. As of bid closing date, the proposed Project Leader must have:</p> <ol style="list-style-type: none"> <li>1. An undergraduate degree or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service.</li> <li>2. A minimum of two (2) years demonstrated consecutive experience in the last (6) six years, in program management.</li> </ol> <p>In their technical bid, the Bidder must provide the following for the proposed resource:</p> <ol style="list-style-type: none"> <li>a. A copy of the undergraduate degree;</li> <li>b. A detailed résumé including professional experiences in the last six (6) years, and specifically: <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the individual's roles and responsibilities;</li> <li><input type="checkbox"/> Detailed description of the work performed;</li> <li><input type="checkbox"/> Start and completion dates of the jobs or projects (Month/Year); and</li> </ul> </li> </ol>		



	<input type="checkbox"/> Employer or client for whom the work was done.  The Bidder may submit up to four (4) projects as needed to demonstrate the required two (2) years of consecutive experience in program management.		
	<b>Cross Reference to Proposal:</b>		
<b>MTC3</b>	<p><b>Senior Scholarship Administrator</b></p> <p>The Bidder must propose one (1) Senior Scholarship Administrator. As of bid closing date, the proposed Senior Scholarship Administrator must have:</p> <p>1. A post-secondary academic credential or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service; or</p> <p>A minimum of three (3) years demonstrated consecutive experience within the last six (6) years in the fields of post-secondary education or international education (educational opportunities in a global context or educational opportunities between Canada and other countries); and</p> <p>2. A minimum of two (2) years demonstrated consecutive experience within the last six (6) years in program administration in the government, non-profit, or post-secondary education sectors.</p> <p>In their technical bid, the Bidder must provide the following for the proposed resource:</p> <p>a. A copy of the post-secondary credential;</p> <p>b. A detailed résumé including professional experiences in the last six (6) years, and specifically:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the individual's roles and responsibilities;</li> <li><input type="checkbox"/> Detailed description of the work performed;</li> <li><input type="checkbox"/> Start and completion dates of the jobs or projects(Month/Year); and</li> <li><input type="checkbox"/> Employer or client for whom the work was done.</li> </ul> <p>The Bidder may submit up to four (4) projects as needed to demonstrate the required two (2) years of consecutive experience in program administration in the government, non-profit, or post-secondary education sectors.</p>		
	<b>Cross Reference to Proposal:</b>		



<b>MTC4</b>	<p><b>Junior Scholarship Administrator</b></p> <p>The Bidder must propose one (1) Junior Scholarship Administrator. As of bid closing date, the proposed Junior Scholarship Administrator must have:</p> <p>1. A post-secondary academic credential or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service; or</p> <p>A minimum of two years (2) demonstrated consecutive work experience within the last six (6) years in the fields of post-secondary education or international education (educational opportunities in a global context or educational opportunities between Canada and other countries); and</p> <p>2. A minimum of one (1) year demonstrated consecutive experience within the last six (6) years in program administration in the government, non-profit or post-secondary education sectors.</p> <p>In their technical bid, the Bidder must provide the following for the proposed resource:</p> <p>a. A copy of the post-secondary credential;</p> <p>b. A detailed résumé including professional experiences in the last six (6) years, and specifically:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the individual's roles and responsibilities;</li> <li><input type="checkbox"/> Detailed description of the work performed;</li> <li><input type="checkbox"/> Start and completion dates of the jobs or projects (Month/Year); and</li> <li><input type="checkbox"/> Employer or client for whom the work was done.</li> </ul> <p>The Bidder may submit up to two (2) projects as needed to demonstrate the required one (1) year of consecutive experience in program administration in the government, non-profit, or post-secondary education sectors.</p>		
	<b>Cross Reference to Proposal:</b>		



<b>MTC5</b>	<p><b>Web Developer</b></p> <p>The Bidder must propose one (1) Web Developer. As of bid closing date, the proposed Web Developer must have:</p> <ol style="list-style-type: none"> <li>1. A post-secondary academic credential in computer science, information technology, information management, communications, or web design or development or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service; and</li> <li>2. A minimum of two (2) years demonstrated consecutive experience within the last six (6) years in web design and development.</li> </ol> <p>In their technical bid, the Bidder must provide the following for the proposed resource:</p> <ol style="list-style-type: none"> <li>a. A copy of the post-secondary credential;</li> <li>b. A detailed résumé including professional experiences in the last six (6) years, and specifically: <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the individual's roles and responsibilities;</li> <li><input type="checkbox"/> Detailed description of the work performed;</li> <li><input type="checkbox"/> Start and completion dates of the jobs or projects (Month/Year);</li> <li><input type="checkbox"/> Employer or client for whom the work was done; and</li> <li><input type="checkbox"/> Contact details (name, phone number and email) of employer(s) or client(s) for whom the work was done. Reference check will cover the four points above as related to web development or design as well as the specific activities quoted in the point-rated criteria.</li> </ul> </li> </ol> <p>The Bidder may submit up to four (4) projects as needed to demonstrate the required two (2) years of consecutive experience in web design and development.</p>		
	<b>Cross Reference to Proposal:</b>		



<b>MTC6</b>	<b>Financial Officer</b>  The Bidder must propose one (1) Financial Officer. As of bid closing date, the proposed Financial Officer must have:  1. A post-secondary academic credential in a field related to accounting or financial reporting or, if obtained outside Canada, the equivalent as established by a recognized Canadian academic credentials assessment service; or  A minimum of five (5) years demonstrated consecutive work experience within the last six (6) years in a field related to accounting or financial reporting; and  2. A minimum of two (2) years demonstrated consecutive work experience within the last six (6) years in financial management of a program.  In their technical bid, the Bidder must provide the following for the proposed resource: a. A copy of the post-secondary credential; b. A detailed résumé including professional experiences in the last six (6) years, and specifically:  <input type="checkbox"/> Description of the individual's roles and responsibilities; <input type="checkbox"/> Detailed description of the work performed; <input type="checkbox"/> Start and completion dates of the jobs or projects (Month/Year); and <input type="checkbox"/> Employer or client for whom the work was done.  The Bidder may submit up to four (4) projects as needed to demonstrate the required two (2) years of consecutive experience in financial management of a program.		
	<b>Cross Reference to Proposal:</b>		



**4.1.1.2 Pointed Rated Technical Criteria**

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

For the purpose of the point rated technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates, and suppliers will be considered.

REQUIREMENTS	POINT RATED TECHNICAL CRITERIA
<p><b>R1</b></p> <p><b>Project Administration Team</b></p> <p>The Project Administration team includes the following five (5) resource categories:</p> <ol style="list-style-type: none"> <li>1. One (1) Project Leader</li> <li>2. One (1) Senior Scholarship Administrator</li> <li>3. One (1) Junior Scholarship Administrator</li> <li>4. One (1) Web Developer</li> <li>5. One (1) Financial Officer</li> </ol> <p>The Bidder's proposed Project Administration Team will be evaluated based on the following:</p> <ol style="list-style-type: none"> <li>a) Total combined experience in excess of the minimum required for each resource category; and</li> <li>b) Intermediate proficiency* in one or more of the foreign languages spoken in the ten ASEAN member states.</li> </ol>	<p>The Bidder's proposed <b>Project Administration Team</b> will be evaluated as follows:</p> <ol style="list-style-type: none"> <li>a) The resource(s) proposed for the five (5) respective position categories has/have:           <p><b>5 points:</b> 11+ years combined excess experience  <b>3 points:</b> 6-10 years combined excess experience  <b>2 points:</b> 1-5 years combined excess experience  <b>0 point:</b> no combined excess experience</p> <p>The maximum amount of points that can be achieved is 25 points (5 points x 5 position categories).</p> </li> <li>b) The Bidder's proposed Project Administration Team possesses intermediate proficiency* in a foreign language of one or more of the ten ASEAN member states in addition to English and French:           <p><b>6 points:</b> Three (3) or more different additional foreign languages spoken in an ASEAN member state  <b>4 points:</b> Two (2) additional foreign languages spoken in an ASEAN member state  <b>2 points:</b> One (1) additional foreign language spoken in an ASEAN member state  <b>0 point:</b> no additional foreign language spoken in an ASEAN member state</p> </li> </ol>
<p><b>Cross Reference to Proposal:</b></p>	<p style="text-align: right;">/31</p>
<p><b>R2</b></p> <p><b>Project Leader</b></p> <p>The resource proposed in MTC2 should have two (2) years' demonstrated consecutive experience within the last six (6) years, as of bid closing date, performing at least two (2) of the following activities</p>	<p>The Bidder's proposed <b>Project Leader</b> will be evaluated as follows:</p> <p><b>15 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in all six (6) of the activities listed.  <b>12 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid</p>



REQUIREMENTS	POINT RATED TECHNICAL CRITERIA
<p>as part of program management:</p> <ol style="list-style-type: none"> <li>1. Promoting a program to Canadian and non-Canadian institutions or organisations, and individuals;</li> <li>2. Collaborating with at least two Government of Canada departments or agencies as well as with Canadian non-governmental organisations or Canadian post-secondary institutions in program implementation;</li> <li>3. Managing contribution budgets for national or international programs of over \$1 million;</li> <li>4. Reporting on program delivery and results, including narrative, financial and statistical results;</li> <li>5. Chairing, and delivering speeches at national and international events in French and English;</li> <li>6. Managing a team of at least three (3) employees.</li> </ol>	<p>closing date, in five (5) of the activities listed.  <b>9 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in four (4) of the activities listed.  <b>6 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in three (3) of the activities listed.  <b>3 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in two (2) of the activities listed.  <b>0 point:</b> does not demonstrate at least two (2) years' experience within the last six (6) years, as of bid closing date, in at least two (2) activities listed.</p> <p>The Bidder should provide specific project details to demonstrate the required two (2) years' consecutive experience in each of the activities.</p>
<p><b>Cross Reference to Proposal:</b></p>	<p style="text-align: right;">/15</p>
<p><b>R3</b></p> <p><b>Senior Scholarship Administrator</b></p> <p>The resource proposed under MTC3 should have at least two (2) years' demonstrated consecutive experience within the last six (6) years, as of bid closing date, in performing at least two (2) of the following activities as part of program administration:</p> <ol style="list-style-type: none"> <li>1. Preparing and launching national and international competitions related but not limited to the education sector, including all related communications;</li> <li>2. Processing applications by evaluating them according to selection criteria;</li> <li>3. Providing support to applicants and recipients;</li> <li>4. Organizing national or international events of at least two days in duration, such as missions, learning activities, and conferences;</li> <li>5. Managing a contributions budget for a national or international program; and</li> <li>6. Reporting on program delivery and results.</li> </ol>	<p><b>The Bidder's proposed Senior Scholarship Administrator will be evaluated as follows:</b></p> <p><b>12 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in all six (6) of the activities listed.  <b>9 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in five (5) of the activities listed.  <b>6 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in four (4) of the activities listed.  <b>3 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in three (3) of the activities listed.  <b>2 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in two (2) of the activities listed.  <b>0 point:</b> does not demonstrate at least two (2) years' experience within the last six (6) years, as of bid closing date, in at least two (2) activities listed.</p> <p>The Bidder should provide specific project details to demonstrate the required two (2) years' consecutive experience in each of the activities.</p>



REQUIREMENTS	POINT RATED TECHNICAL CRITERIA
<p><b>Cross Reference to Proposal:</b></p>	/12
<p><b>R4</b></p> <p><b>Junior Scholarship Administrator</b></p> <p>The resource proposed under MTC4 should have at least one (1) year's demonstrated consecutive experience within the last six (6) years, as of bid closing date, in performing at least two (2) of the following activities as part of scholarship program administration or program administration in the government, non-profit, or post-secondary education sectors:</p> <ol style="list-style-type: none"> <li>1. Assisting program applicants and recipients;</li> <li>2. Tracking and vetting program applications;</li> <li>3. Organizing program-related events, such as learning activities, orientation and information sessions, round tables, official public ceremonies or receptions; and</li> <li>4. Compiling data for program reports.</li> </ol>	<p>The Bidder's proposed <b>Junior Scholarship Administrator</b> will be evaluated as follows:</p> <p><b>12 points:</b> demonstrates at least one (1) year's experience within the last six (6) years, as of bid closing date, in all four (4) of the activities listed.</p> <p><b>8 points:</b> demonstrates at least one (1) year's experience within the last six (6) years, as of bid closing date, in three (3) of the activities listed.</p> <p><b>3 points:</b> demonstrates at least one (1) year's experience within the last six (6) years, as of bid closing date, in two (2) of the activities listed.</p> <p><b>0 point:</b> does not demonstrate at least one (1) year's experience within the last six (6) years, as of bid closing date, in at least two (2) activities listed.</p> <p>The Bidder should provide specific project details to demonstrate the required one (1) year's consecutive experience in each of the activities.</p>
<p><b>Cross Reference to Proposal:</b></p>	/12
<p><b>R5</b></p> <p><b>Web Developer</b></p> <p>The resource proposed under MTC5 should have at least two (2) years' demonstrated consecutive experience within the last six (6) years, as of bid closing date, in performing at least two (2) of the following activities as part of web design or development:</p> <ol style="list-style-type: none"> <li>1. Developing and publishing web content;</li> <li>2. Developing and maintaining an application system and/or database;</li> <li>3. Providing conceptual graphic design services, such as creating and editing web images, banners and other artwork for online presentation; and</li> </ol>	<p>The proposed <b>Web Developer</b> will be evaluated as follows:</p> <p><b>15 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in all four (4) of the activities listed.</p> <p><b>8 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in three (3) of the activities listed.</p> <p><b>3 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in two (2) of the activities listed.</p> <p><b>0 point:</b> does not demonstrate at least two (2) years' experience within the last six (6) years, as of bid closing date, in at least two (2) activities listed.</p> <p>The Bidder should provide specific project details to</p>





REQUIREMENTS	POINT RATED TECHNICAL CRITERIA
4. Reporting on, monitoring, and optimizing web performance through a variety of tools.	demonstrate the required two (2) years' consecutive experience in each of the activities.
<b>Cross Reference to Proposal:</b>	/15
<p><b>R6</b></p> <p><b>Financial Officer</b></p> <p>The resource proposed under MTC6 should have at least two (2) years' demonstrated consecutive work experience within the last six (6) years in performing at least two (2) of the following activities as part of financial management of a program:</p> <ol style="list-style-type: none"> <li>1. Preparing financial reports worth a minimum of \$1,000,000;</li> <li>2. Preparing advance requests for amounts up to \$1,000,000;</li> <li>3. Preparing payments to contribution recipients;</li> <li>4. Preparing invoices for contract fees and reimbursable expenses.</li> </ol>	<p>The proposed <b>Financial Officer</b> will be evaluated as follows:</p> <p><b>15 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in all four (4) of the activities listed.</p> <p><b>8 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in three (3) of the activities listed.</p> <p><b>3 points:</b> demonstrates at least two (2) years' experience within the last six (6) years, as of bid closing date, in two (2) of the activities listed.</p> <p><b>0 point:</b> does not demonstrate at least two (2) years' experience within the last six (6) years, as of bid closing date, in at least two (2) activities listed.</p> <p>The Bidder should provide specific project details to demonstrate the required two (2) years' consecutive experience in each of the activities.</p>
<b>Cross Reference to Proposal:</b>	/15

Resource	Allocated Points
R1	/31
R2	/15
R3	/12
R4	/12
R5	/15
R6	/15

Minimum Pass Mark	70	/100
<b>Maximum Total</b>	<b>100</b>	



## 4.2 Basis of Selection

### 4.2.1 Highest Combined Rating of Technical Merit and Price - A0027T (2012-07-16)

1. **To be declared responsive, a bid must:**
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **70 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **100 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
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 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</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>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.15	77.70
<b>Overall Rating</b>		<b>1<sup>st</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>



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## PART 5 - CERTIFICATIONS

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.

#### 5.1.2 Additional Certifications Required with the Bid

### 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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

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

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.

#### 5.2.3 Additional Certifications Precedent to Contract Award

##### 5.2.3.1 Status and Availability of Resources

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



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

### 5.2.3.2 Personnel Identification Form (PIF)

**Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.**

### 5.2.3.3 List of Names for Integrity Verification Form

**Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.**

### 5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

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

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

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

### 5.2.3.7 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Global Affairs Canada to comply with this requirement, the Contractor hereby agrees to provide the following information, which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_

### 5.2.4 Former Public Servant

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.

### 5.2.5 Language Requirement(s)

The Bidder certifies that the following proposed resource possesses an advance reading, oral interaction and writing proficiency in **English and French: Project Leader**.

#### ADVANCED PROFICIENCY

For the purpose of this RFP and resulting contract, an individual who is “advanced” in **English and French** can, as a minimum perform the following:

#### Advanced Reading Proficiency:

Ability to understand texts dealing with a wide variety of work-related topics; ability to understand most complex details, interferences and fine points of meanings; ability to read with good comprehension specialized or less familiar material.

#### Advanced Oral Interaction Proficiency:

Ability to give detailed explanations and descriptions; ability to handle hypothetical questions; ability to support an opinion, defend a point of view, or justify an action; ability to counsel and give advice; ability to handle complex work-related situations.



**Advanced Writing Proficiency:**

Ability to write explanations or descriptions in a variety of informal and formal work-related situations; ability to write texts in which the ideas are developed and presented in which vocabulary, grammar and spelling are generally appropriate and require few corrections.

The Bidder certifies that the following proposed resources possess an **intermediate** reading, oral interaction and writing proficiency in **English and French: Senior Scholarship Administrator, Junior Scholarship Administrator, and Web Developer.**

The Bidder certifies that the following proposed resource possesses an **intermediate** reading, oral interaction and writing proficiency in **English or French: Financial Officer.**

**INTERMEDIATE PROFICIENCY**

For the purpose of this RFP and resulting contract, an individual who is “intermediate” in **English or French** can, **as a minimum** perform the following:

**Intermediate Reading Proficiency:**

Ability to grasp the main idea of most work-related texts; ability to identify specific details; and ability to distinguish main from subsidiary ideas.

**Intermediate Oral Interaction Proficiency:**

Ability to sustain a conversation on concrete topics, give straightforward instruction and provide factual description and explanations; ability to report on actions taken; ability to understand and express hypothetical and conditional ideas.

**Intermediate Writing Proficiency:**

Ability to write short descriptive or factual texts; ability to deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary; ability to communicate the basic information, but the text will require some corrections in grammar and vocabulary as well as revision for style.

The following certification signed by the contractor or an authorized officer:

“I certify that I have examined the information provided above and that it is correct and complete”

**Signature**

\_\_\_\_\_  
**Print Name of Signatory**



**ATTACHMENT 1 TO PART 5  
PERSONNEL IDENTIFICATION FORM (PIF)**

<b>Contract / file number:</b>	
--------------------------------	--

<b>Company Name:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>PWGSC or DFATD file or Certificate #:</b>	

**Professional Services** (Add second page if more space needed, please print clearly)

<b>Resource Person working on this project</b>	<b>Date of birth YYY/MM/DD</b>	<b>PWGSC or DFATD file or certificate #</b>	<b>Security Level</b>

**Contractor's Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- 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.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)





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## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1 Security Requirements

**6.1.1** The following security requirements (SRCL and related clauses provided by Contract Security Program) apply and form part of the Contract.

**6.1.1.1** The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of **PROTECTED B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

**6.1.1.2** The Contractor/Offeror personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.

**6.1.1.3** The Contractor/Offeror **MUST NOT** utilize its facilities to process, produce, or store **PROTECTED** information or assets until the CSP, PWGSC has issued written approval.

**6.1.1.4** The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce, or store **PROTECTED** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.

**6.1.1.5** Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

**6.1.1.6** 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)

### 6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

**6.1.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**6.1.2.2** The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

**As this contract is issued by Department of Foreign Affairs, Trade and Development (DFATD), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFATD or its Minister.**



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

**6.3.1.1** 2035 (2022-05-12), General Conditions - Higher Complexity Services apply to and form part of the Contract.

**6.3.1.2** Subsection 12 of 2035 (2013-03-21), General Conditions - Higher Complexity Services – Invoice submission, is amended as follows:

#### Invoice submission

1. Invoices must be submitted in the Contractor's name to \_\_\_\_\_. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFATD Reference Number (PO Number or other valid reference number);
  - h. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - i. deduction for holdback, if applicable;
  - j. the extension of the totals, if applicable; and
  - k. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

### 6.4 Term of Contract

From Contract award date of the contract to December 31, 2025.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Pierre Rocan

Title: Senior Contracting Officer

Department: Foreign Affairs, Trade and Development Canada

Directorate: Development Contracting and Management Services - SPBC

Address: 200 Prom. du Portage, Gatineau QC, K1A 0G4

Telephone: 613-295-2898

E-mail address: pierre.rocan@international.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:

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

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

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

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

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

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

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

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

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

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

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

## 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: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment

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 \$\_\_\_\_\_ ([insert the amount at contract award](#)). Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price.

#### 6.7.2.1 Limitation of Expenditures for Authorized Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified 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 pay the Contractor any incidental expense allowance for authorized travel.



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

All payments are subject to government audit.

Travel and Living expenses for Limitation of Expenditure (not taxable) **\$ 20,000.00**

### **6.7.3 Methods of Payment**

- 6.7.3.1** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - all such documents have been verified by Canada;
  - the Work performed has been accepted by Canada.

### **6.7.4 SACC Manual Clauses**

#### **SACC Manual clause C6001C (2017-08-17) Limitation of expenditure**

- Canada's total liability to the Contractor under the Contract must not exceed **\$110,000**. Customs duties are included and Applicable Taxes are extra.
- No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - when it is 75% committed, or
  - four months before the contract expiry date, or
  - as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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

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

- Acquisition Card;
- Direct Deposit (Domestic and International).

### **6.8. Invoicing Instructions**

- H5001C** (2008-12-12) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.  
Each invoice must be supported by:
  - a copy of time sheets to support the time claimed;
  - a copy of the release document and any other documents as specified in the Contract;
  - a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - a copy of the monthly progress report.
- Invoices must be distributed as follows:



- a. The original and one (1) copy must be forwarded to the following address for certification and payment.  
Invoices must be sent to the Project Authority and contracting Authority
- b. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4008](#) (2008-12-12), Personal Information;
- (c) the general conditions [2035](#) (2022-05-12) General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D. Federal contractors program for employment equity - certification
- (h) Annex E, Non-Disclosure Agreement; and
- (i) the Contractor's bid dated \_\_\_\_\_ (will be provided at contract award)

## 6.12 Foreign Nationals (Canadian Contractor) AND/OR (Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-0616) Foreign Nationals (Canadian Contractor)

AND/OR

SACC Manual clause [A2001C](#) (2006-0616) Foreign Nationals (Foreign Contractor)

## 6.13 Insurance - G1005C (2016-01-28)

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.



## 6.14 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations  
[B2008C](#) (2014-06-26), Government of Canada Web Standards

## 6.15 Basis for Canada's Ownership of Intellectual Property

**6.15.1** All intellectual property rights vest with the Contractor.

**6.15.2** The Contractor hereby grants Canada, the beneficiaries of the Project and any person designated by DFATD, notably in the disposal of assets plan, a worldwide, perpetual, irrevocable, non-exclusive, non-commercial, free-of-charge and royalty-free license, authorizing them to exercise all of the intellectual property rights in the Work and which:

- a. Authorizes them to do the acts reserved to the owner by the national law applicable to the Work or, if there is no law in a country where the license is exploited, the acts reserved to the owner by the applicable law in Canada; and
- b. Grant a free-of-charge and royalty-free sublicense to any person, authorizing the sub-licensee to do any or all of the acts mentioned in paragraph a.44

**6.15.3** The Contractor declares and warrants that the Work, an the exercise of the intellectual property rights granted under the Contract, in no way infringe upon the intellectual property rights of others or upon the legislation in force;

**6.15.4** The obligations contained in this section must be reproduced in all sub-agreements and subcontracts.

## 6.16 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute. The [Internal Review Mechanism \(IRM\) is available to facilitate dispute resolution. The Contractor may submit its complaint using the IRM Enquiry Form.](#)
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## 6.17 Public Recognition

**6.17.1** In consultation with DFATD, the Contractor must ensure visibility and provide public recognition of Canada's support to the Project in publications, speeches, press releases, websites, social media or other communication material. This must be done in a manner compliant with [Canada's Federal Identity Program](#).

**6.17.2** The Contractor must plan for, and report on its public recognition activities in accordance with the reporting requirements of the Contract. The Contractor must supply DFATD with a copy of any written or electronic material acknowledging DFATD's support or information on its public recognition activities. DFATD may provide content and input into any supporting communication material.

**6.17.3** The Contractor must provide at least fifteen (15) days advance notice to DFATD, unless otherwise agreed upon, of any planned initial public announcement of Canada's support. Prior to the initial announcement or until such time that DFATD publishes the Project in the public domain, communications activities must be limited to routine communications associated with Project implementation. DFATD will have the right to make the initial public announcement or participate in any official ceremony, public event or announcement made by the Contractor.

**6.17.4** All public materials issued jointly by DFATD and the Contractor must be judged acceptable by both Parties and will be made available in both English and French.

**6.17.5** After consultation, DFATD or the Contractor may request to cease all public recognition activities inter alia for security, programming or other compelling reasons. DFATD and the Contractor will consult each other to determine when the public recognition activities may resume.



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## 6.18 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Technical Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.

## 6.19 Disposal of Assets

**6.19.1** Equipment, and materials purchased by the Contractor wholly or partly with funds provided by DFATD, will be the property of the Contractor until transferred to a Recipient Country or another approved entity in accordance with the approved disposal plan and will be marked accordingly by the Contractor until such transfer.

**6.19.2** At the time of submission of the final report, or as required at any other time, the Contractor will make available to DFATD an inventory of such equipment, and materials along with a plan for disposal, and will at no cost transfer such equipment and materials to the Recipient Country or another entity following DFATD's approval of the disposal plan.



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## ANNEX “A” - STATEMENT OF WORK

### Canada-ASEAN Scholarships and Educational Exchanges for Development

#### 1. Background

##### 1.1 History

Academic Relations are an integral part of Global Affairs Canada’s strategy to advance Canada’s interests worldwide. Since the establishment of the Canadian Commonwealth Scholarship Program in 1959, the Government of Canada has provided scholarship opportunities to foreign scholars and future opinion leaders to deepen their understanding of Canada, thereby raising Canada’s profile and interests globally. Launched in 2017 under Global Affairs Canada’s Association of Southeast Asian Nations (ASEAN) Regional Development Program, the 8-year (2017/18-2024/25), \$10-million Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project builds the capacity of scholars, particularly women, to address development challenges in the ASEAN region with the aims of reducing poverty and increasing gender equality and prosperity in the developing countries of ASEAN.

The project provides scholarships for college, undergraduate and graduate students registered with universities and colleges in ASEAN member states to attend Canadian colleges and universities for up to 2 academic sessions or 8 months. The program is open to candidates from all 10 ASEAN member states. Most scholarships are allocated to candidates from the eight ODA-eligible ASEAN countries, with an emphasis on Cambodia, Lao People’s Democratic Republic (Lao PDR), Myanmar and Vietnam. Opportunities are also available to candidates from Singapore and Brunei, provided that they meet the goal of SEED to contribute to poverty reduction in the ASEAN region. SEED scholarships are facilitated through institutional collaborations and student exchange agreements between Canadian and ASEAN colleges, technical or vocational institutions and universities. Between 2017/18 to 2020/21, a total of 241 scholarships were awarded to ASEAN students for short-term studies or research in Canada. In the summer of 2019, four Cambodian mid-career professionals participated in a pilot for short-term professional development in Canada.

The ASEAN Regional Development Program is seeking an executing agency to implement the remaining three years of the project (2022/23, 2023/24 and 2024/25) through a Request for Proposals.

##### 1.2 Objectives

The Department of Foreign Affairs, Trade and Development (also known as “Global Affairs Canada”) is seeking a Contractor to implement and administer Global Affairs Canada’s Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project and distribute funds approved by Global Affairs Canada for that purpose, while ensuring that the project continues to achieve its current success. Global Affairs Canada is looking for a Contractor who can liaise with the Canadian and ASEAN academic communities, promote and administer international scholarship competitions, oversee the disbursement of funds, organize auxiliary events to increase the skills and knowledge of international scholars and strengthen ties between Canadian and ASEAN academic institutions, develop an alumni network, and manage data and a scholarships mechanism or tool for the project. The Contractor must also be able to make recommendations to improve the program as a whole or in part, as it relates to a specific scholarship and/or its operation in the ASEAN region or a specific ASEAN country.

The expected results of this contract are to strengthen the application of learning (analysis, policymaking and service delivery) by communities of practice in ASEAN, especially women, in sectors that contribute to poverty reduction, gender equality and prosperity; increase the quality of research and instruction in ASEAN academic organizations; increase Canada’s influence abroad by strengthening international academic relations, promoting Canadian values and identity, creating friends of Canada, furthering Global Affairs Canada’s priorities, increasing brain circulation between Canada and partner countries, assisting in the education trade sector, as well as assisting in the development of countries eligible for Official Development Assistance (ODA) through higher education.

##### 1.3 Policy Authority and Contract

Given the complexity of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project, Global Affairs Canada is seeking the support of a Contractor to ensure the successful delivery of its programming. However, it should be noted that as a scholarship program funded by Global Affairs Canada





represents a Government initiative intended to advance the department's policies and objectives, Global Affairs Canada retains the policy authority and decisional power to approve allocations, budgets and other key program components.

#### **1.4 Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project Description**

Global Affairs Canada's Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project provides opportunities for students, especially women and youth, from the ASEAN region to access world-class education from Canadian post-secondary academic institutions. The SEED project targets students from the poorest ASEAN member states (Cambodia, Lao PDR, Myanmar and Vietnam) and other ODA-eligible countries in the region, while students from Singapore and Brunei Darussalam engage in studies aimed at equipping them to address poverty in the other eight ASEAN member states. The project enables students to broaden their communities of practice through new connections, in sectors that contribute to poverty reduction, gender equality and prosperity. The project targets students, particularly women, who show strong potential as agents of change in their countries, thus enabling them to serve as catalysts in support of ASEAN's pro-poor development objectives. Examples of specialized areas of study include: women's rights, climate-smart agriculture, renewable energy, nature-based climate solutions and public financial management. Strategic linkages between ASEAN and Canadian academic institutions further promote two-way mobility, academic exchanges and joint research.

The project aims to place 100-125 students from the following countries: Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam.

##### **a. Policy Objective**

The Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project is designed to minimize brain drain from developing countries, while strengthening academic cooperation between Canadian and ASEAN institutions for the purpose of research development and academic capacity building in sectors that contribute to poverty reduction, gender equality and prosperity and to the implementation of the Agenda 2030 Sustainable Development Goals. Aligned with the Plan of Action (2021-2025) to implement the Joint Declaration on ASEAN-Canada Enhanced Partnership, the project supports the ASEAN priority of investment in human capital development to help narrow existing social and economic gaps, and specifically the mutual interest in educational exchanges, youth leadership, the provision of scholarship programs, academic exchanges and joint research. The project also contributes to the Plan of Action priority of collaborating on the promotion and protection of women and children's rights and strengthening women's entrepreneurship as well as gender equality across the ASEAN pillars.

##### **b. Strategy and Structure**

The Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project is predicated on institutional agreements between the Canadian host institution and the student's home institution. Scholarship recipients are not degree-seeking students in Canada, but come to earn a few credits towards their home degrees or to pursue research projects related to their theses or dissertations. Throughout the duration of their exchange, they remain affiliated with their home institutions abroad. Therefore, any inter-institutional agreement underpinning their stay in Canada must include a tuition waiver. Each Canadian institution submits an application for scholarship funding on behalf of the candidates it wishes to host. The institutions also provide a study or research program for the student recipients and support them in the travel and settlement plans.

Additional information on the tasks required of the Contractor for this program is available in *Appendix A – Details of Administration Tasks*.

Additional components, modifications, expansion or extension to the project may be required over the duration of the contract. The Project Authority and the Contractor will meet to discuss and mutually agree on the operational requirements for any additional components, modifications, expansion or extension to the project.



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## Key Terminology

The SEED Project uses the following terms:

- “scholarship” or “award” is funding for study or research for students;
- “applicant” is an institution applying for funding for an award on behalf of a student;
- “candidate” is the student for whom an application for study or research funding has been submitted;
- “recipient” receives funding under the SEED Project, whether individual or institutional;
- “alumni” are past award recipients;
- “registered alumni” are alumni who have registered in the alumni program;
- “participants” are those who attend an event such as a collaboration mission or a supplementary learning activity. Participants primarily benefit from funding which is used to cover his or her expenses and the costs associated with the planning and delivery of the event. Participants do not receive funds for study or research;

A list of terms is also provided in **Appendix C**–Frequently Used Terms.

## 2.0 Scope of Work

The scope of work provides an overview of the tasks and deliverables expected of the Contractor. Please note that the Contractor may recognize the need for additional minor or intermediary steps and procedures not noted in this scope, but which are essential to the effective administration of the program. Most of these additional details, though not all, are outlined in *Appendix A – Details of Administration Tasks*. Furthermore, as technology, policy, media and other program factors evolve so may the nature of the tasks. Both the Contractor and Project Authority may propose additional tasks or modify the tasks listed below to improve their effectiveness. Such changes will be discussed and mutually agreed upon prior to implementation.

### 2.1 Scholarship Administration

#### 2.1.1 Level of Service

The Contractor must perform all services required to deliver a full scholarship cycle.

##### a. Full Administration Services

#### End-to-End Scholarships Cycle

A full, end-to-end scholarship cycle involves all phases of the delivery of a scholarship program: promotion, production of web and social media content, management of a scholarships mechanism or tool developed by the Contractor, relations with clients (Canadian post-secondary academic institutions), competition launches, support to applicants, selection process, allocation of awards, support to recipients, production of draft funding agreements, disbursement of funding to recipients, alumni engagement, data collection and maintenance, and reporting on program results, finances and statistics.

##### b. Promotional Services

#### Promotion-Related Components of a Scholarships Cycle

The Contractor must promote the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project to the target audiences.

#### 2.1.2 Scholarship Cycles

As described in section 1.4 *Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project Description*, a distinct process and set of tasks is required. A description of the scholarship program, as well as a workflow can be found in *Appendix A –Details of Administration Tasks*.

This said, the following information provides a general overview of operational requirements.

##### a. Policy and Program Objectives



- At the beginning of a cycle, the Contractor must consult with the Project Authority to confirm whether there have been any changes to policy and objectives of the scholarship program in question;
- The Contractor must administer the program to best advance its objectives.

## **b. Promotion**

The Contractor must:

- propose and implement a year round Promotional Strategy (see section 3.2 *Promotional Strategy and Communications Plan*) to raise the profile of Global Affairs Canada's SEED with timing of key actions to be included in the Schedule of Program Launches and Events related to scholarship competitions (see section 3.4 *Schedule of Program Launches and Events*);
- ensure that Global Affairs Canada receives appropriate credit for its support of the scholarships and related events in all correspondence, presentations, promotional material and other forms of communication with the public;
- draft promotional content for the SEED Project;
- perform the following elements of promotion:

### **Promotion – content**

- prepare competition launches (application forms and promotional content);
- for new program components or substantial modifications, prepare soft launches or pre-announcements, alerting target audiences to the changes or upcoming launch; and
- propose and deliver new initiatives or events.

### **Promotion – audience**

- promote the program in Canada and in ASEAN countries;
- promote the program to Canadian universities, colleges and other stakeholders as well as foreign institutions and stakeholders as contact lists develop; and
- promote the program to potential applicants.

### **Promotion – tools**

- develop new promotional material, as requested and approved by the Project Authority;
- produce or support the production of promotional materials in a variety of formats (text, graphics, video) using electronic platforms (website, social media), mainstream media, ad placements, and print (posters, flyers) as requested and approved by the Project Authority; and
- where useful, organize other promotional events and programs to advance program objectives.

### **Promotion – language**

- produce all promotional materials in both official languages.

Additional promotion-related tasks may be required over the duration of the contract (e.g., develop, host and maintain a website or webpage specific to the SEED Project).

## **c. Competition Launches**

Timing of each competition launch must occur according to the *Schedule of Program Launches and Events* approved by the Project Authority or at an alternative time agreed upon with the Project Authority.

Launch or Soft Launch Preparation – as per the agreed upon timeline, the Contractor must:

- confirm the target eligible recipients;
- manage the scholarships applications through a mechanism or tool developed by the Contractor for the SEED Project;
- propose updates to the program-related web content to the Project Authority;
- propose social media content and other communications for the Project Authority's approval; and
- prepare a distribution list of key contacts in Canadian institutions and other strategic groups.

Launch Audience – following approval by the Project Authority, the Contractor must disseminate the relevant program information to:

- potential applicants;
- the ASEAN public; and



- Canadian stakeholders and clients.

Launch Channels - the Contractor must disseminate the launch information via:

- an email or other format of notification sent to the standard distribution list to inform the Canadian institutions;
- other regular channels used for disseminating launch announcements, as agreed to with the Project Authority.

#### **d. Support to the Applicants**

Applicants to the scholarship program must be Canadian institutions requesting funding on behalf of individuals they wish to host.

The Contractor is the first line of communication with the Canadian institutional applicants. The Contractor must provide the following support to the Canadian institutional applicants:

#### **Institutional Applicants – Informing:**

- ensure Canadian institutions are informed of competitions;
- maintain a distribution list of key contacts within Canadian post-secondary institutions;
- ensure Canadian institutions understand their role in the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project by explaining how to:
  - work with the ASEAN partner institutions to identify suitable candidates;
  - • apply on behalf of candidates they wish to host;
  - rank the candidates nominated for scholarships based on their institutional priorities;
  - communicate with the candidates;
  - • support the recipients' applications for visas and permits; and
  - organize a study or research program for scholarship recipients.
- respond to enquiries from Canadian institutions regarding SEED and its application process; and
- inform Canadian institutions of the results of their applications and ensure that institutions understand their role in the disbursement of funds.

#### **Institutional Applicants – Linkages:**

- help Canadian institutions network with ASEAN institutions to support the creation of new institutional agreements which facilitate new scholarship opportunities; and
- provide samples of institutional agreements and other forms of support to facilitate the creation of partnerships and collaborations between institutions.

#### **e. Allocation of Awards & Selection of Recipients**

##### **Allocation of Awards (Institutions)**

SEED relies on institutions to confirm the eligibility and to coordinate selection of the scholarship recipients. The Contractor is responsible for vetting the applications and proposing an allocation of scholarship funding, for the Project Authority's approval, according to geographic, demographic, and institutional criteria. The Contractor is not responsible for the selection of the individual recipients.

Following the closure of a Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project competition, the Contractor must:

- review all applications submitted by institutions for completeness and eligibility;
- provide, for the Project Authority's approval, a summary of all eligible applications, as requested by the Project Authority;
- complete an assessment of the letters of intent submitted at the time of application to ensure a linkage between the proposed research or study of the student and the 2030 Agenda for Sustainable Development as well as the student's commitment to use the proposed research or study in Canada to help combat poverty and narrow the development gap in the ASEAN region;
- request and review the Project Authority's guidelines on the allocation of awards by criteria, such as: link between the studies/research and the 2030 Agenda for Sustainable Development, commitment to poverty reduction, country, province, level of study, type of Canadian institution, language of study, gender, etc., to ensure allocations reflect the priorities and goals of the Government of Canada;
- submit for the Project Authority's approval, a proposed slate of awards broken down according to these categories; and
- provide lists of successful scholarship recipients per country for the use of the Project Authority.



## f. Support to Recipients

The Contractor must provide support to the recipients.

### Institutional Recipients

Institutional applicants who have successfully submitted requests on behalf of the candidates they wish to host are considered the “initial recipients” of the contribution funding, whereas the individuals, to whom institutions disburse these funds in the form of scholarships, are the “ultimate recipients.”

The Contractor must:

### Institutional Recipients – Funding

- manage all aspects of the flow-through program funding to institutions as initial recipients, including calculating the total amounts for each institutions’ ultimate recipients, preparation and management of the contribution agreements, and disbursement of funds to the institutions (see section 2.3.1 *Flow-Through Program Funding*);

### Institutional Recipients – Administrative Support

- support Canadian institutions in their efforts to host scholarship recipients in cases where exceptional circumstances arise;
- provide sample letters of agreements for institutions to use in offering scholarships to students;
- provide letters describing the value and basic terms of the relevant scholarship for students to submit with their visa applications;
- provide templates for reporting project results (can be included in the contribution agreements); and
- provide a copy of a Privacy Notice Statement (PNS) to institutions for student remittance.

## 2.2 Events and Activities

The Project Authority will determine the objectives, participant profile and policy aspects of events and activities. Events and activities may take place in either official language or be bilingual and the Contractor must organize all the logistics, including accommodations and travel arrangements for in-person activities. The Contractor must plan and deliver events and activities, which include the following:

### a. Supplementary Learning Activities to Complement the Scholarship Program (approximately 1 annually)

This will include the development and delivery of training modules on development topics (such as environment and climate change/nature-based climate solutions, evaluation, gender equality, governance, public financial management). The modules can be in-person, virtual, hybrid, or consist of distance learning programs, based on circumstances.

The Contractor must:

- consult with the Project Authority on the format, the theme and priorities to be targeted;
- propose a draft program and budget for the Project Authority’s approval;
- notify potential participants about the learning activity;
- select participants most likely to benefit from the particular learning activity;
- • send official invitations and make travel arrangements for selected participants;
- distribute the official agenda to participants once approved by the Project Authority;
- manage logistical needs such as venue reservations, catering, presentation set-up and access to equipment;
- manage contracts with any subcontractors as required; and
- provide digital platforms to facilitate participant orientation, networking, and participation in virtual events.



## **b. Collaboration Missions (approximately 1 every two years)**

This will include identifying and facilitating opportunities for relationship-building between ASEAN and Canadian post-secondary institutions. The collaboration missions can be in-person, virtual, or hybrid, based on the circumstances.

The Collaboration Missions will be offered to representatives of ASEAN post-secondary institutions to:

- meet with Canadian counterparts;
- explore collaborations; and
- create new institutional agreements.

### **The Contractor must:**

- consult with the Project Authority on the format, the theme, priority countries and institutional types/levels (college, university, etc.) to be targeted;
- propose a draft agenda and budget for the Project Authority's approval;
- identify potential Collaboration Mission participants most likely to partner with Canadian institutions;
- send official invitations and make travel arrangements for institutional representatives;
- manage logistical needs, such as venue reservations, catering, presentation set-up and access to equipment;
- distribute the official agenda to participants once approved by the Project Authority;
- provide digital platforms to facilitate participant orientation, networking, and participation in virtual events;
- organize the group's travel within Canada (as discussed and agreed upon with the Project Authority) to witness the quality of Canadian institutions and programs and attend a major networking event; and
- ensure Provincial Government officials are invited to meet with the group.

## **c. Special Events and Activities (approximately 1 annually)**

- Additional events and activities may also arise to respond to diplomacy, policy or strategic needs related to scholarship programming and various roundtable events to highlight program successes, strengthen diplomatic relations, and promote awareness of Canada's research capacity.

Such events will require the Contractor to:

- plan and arrange the event/activity logistics;
- liaise with:
  - other Government of Canada departments and agencies;
  - national associations;
  - foreign governments and agencies (as requested by the Project Authority); and
  - Canadians
- propose a draft agenda for the Project Authority's approval;
- distribute the official agenda to participants once approved by the Project Authority;
- provide speaking notes or speeches for senior officials or staff;
- use appropriate protocol when verbally communicating with high level official or in official correspondence (excluding email);
- communicate with event participants and, where necessary, with Canadian missions abroad in both official languages or in one official language;
- coordinate and plan programs for key government officials or visiting foreign officials;
- coordinate the attendance of scholarship recipients at special functions (when requested); and
- perform any marketing activities discussed with and approved by the Project Authority.

## **2.3 Financial Administration**

In a given year, the Contractor of the Global Affairs Canada's Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project should expect to budget, manage and disburse approximately \$1.3M to \$1.6M CAD in program flow-through funds by offering between 100 and 125 awards and organizing supplementary learning activities and events. This amount could increase/decrease with the addition/removal of components or funding.

To this end, the Contractor must:

- draft approximately 50 funding agreements annually (based on templates provided) for the Project Authority's approval;



- track and obtain signatures from appropriate signing authorities;
- receive flow-through program funds from the Project Authority;
- disburse contribution funding;
- maintain proper accounting of the funds; and
- provide regular financial reports.

### 2.3.1 Flow-Through Program Funding

In addition to the contract fees received for the performance of services under the contract, the Contractor must also manage a distinct envelope of flow-through funds, on behalf of the Project Authority. The Contractor must budget, prepare funding agreements, disburse funds and report on the use of these flow-through funds.

#### a. Budget

Before the beginning of each fiscal year, the Contractor must:

- meet with the Project Authority to establish the allocation of funds to be disbursed;
- prepare and maintain a working budget for the program including scholarships and events;
- confirm that budget lines are provided for all programming needs covering the scholarships program, events and activities; and
- forecast the approximate breakdown of funds needed per quarter – or another practical division of timeframes, as agreed upon by the Project Authority.

On an ongoing basis, the Contractor must:

- update the budget and provide regular updates of disbursements; and
- meet with the Project Authority upon request to discuss adjustments as needed.

#### b. Funding Agreements

In order for any flow-through funds to be disbursed to a recipient (either institutional or individual), a funding agreement must be in place. To assist the Contractor, for the SEED scholarships requiring the disbursement of flow-through funds, the Project Authority will provide an approved funding agreement template for use by the Contractor. These templates will be for Contribution Agreements.

### Templates

The Contractor must:

- use the appropriate contribution agreement template. Templates must be the most recently approved version and must include:
  - all mandatory clauses;
  - any additional program specific clauses; and
  - reporting templates for recipients' use.
- review the program's template at the beginning of each scholarship cycle and recommend changes to the Project Authority to reflect new requirements, policy updates or changes to the specific program.

In the case of events and activities for which flow-through program funding is used, such as collaboration missions or supplementary learning activities, the Contractor will be responsible for entering into Letters of Agreement directly with the event participants. The Contractor will also be responsible for entering into any contracts with subcontractors (e.g., paid facilitator delivering a specific learning module, accommodation facility hosting the event).

### Recipient Funding Agreements (Contribution Agreements)

The Contractor must:

- populate the approved funding agreement template with recipient-specific information, dates and financial values;
- submit individual draft funding agreements to the Project Authority for approval and make requested changes until approval is obtained;
- send approved funding agreement to the recipient for signing;
- send the signed funding agreement to the Project Authority for signing;
- track all funding agreements throughout the approval, signature and disbursement stages; and
- maintain archives of all signed funding agreements as agreed upon with the Project Authority.



### **c. Disbursement of Funds to Recipients**

The Contractor is responsible for the disbursement of flow-through funds to recipients with whom Global Affairs Canada has signed funding agreements. The Contractor must perform tasks including, but not limited to:

- calculate the actual need for funds based on the most accurate information available, such as details provided in the forms and databases. The total value cannot surpass the value of the funding agreement;
- distribute funding to recipients contingent on evidence of need, which is based on: cash flow statements submitted by institutional recipients;
- • ensure recipients understand the eligible costs for which funding can be used, e.g. clearly explain to the recipients which costs are to be covered by the award, such as travel, lodging, living expenses, health insurance and administration fees as described in the funding agreements and in the program guidelines;
- direct the institution to disburse money on a monthly or other appropriate basis to students, in cases of institutional recipients;
- track the disbursement of funds per recipient, including individual ultimate recipients.

In the case of recipients who are participating in scholarship related events, the Contractor will determine which funds will be considered funding used for the delivery of an event and which funds will be disbursed directly to the recipients.

### **d. Management of Flow-Through Program Funding**

The Contractor must take responsibility for managing flow-through funds entrusted to them by the Project Authority and report on their use.

#### **Accessing funds for disbursement**

In order to obtain funds for disbursement to recipients, the Contractor must submit to the Project Authority justified advance requests indicating evidence of need for funds. All justified advance requests must: be based on the value of approved agreements. Whether the agreements require both signatures prior to funding request should be discussed with the Project Authority;

- include a list of agreements for which the funds are required;
- be submitted on a quarterly basis, or another timeframe as agreed upon with the Project Authority;
- include an update on the actual disbursements to each recipient as well as any funds remaining from the previous request, funds available and additional funds required; and
- indicate a summary of the funds required broken down by scholarship or event budget line.

Once the advance flow-through funding request has been approved by the Project Authority, the latter will forward the advance payment request for payment either through direct deposit or cheque, as agreed upon with the Contractor.

#### **Managing Funds**

The Contractor must:

- establish a separate account for all flow-through funds received under this contract and be able to report on any bank account activities at any time. The management of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project funds, under this specific bank account, must be audited annually by a recognized firm of accountants.
- report any interest generated by the flow-through funds in this bank account. All interest generated must be reinvested in this program or returned to the Project Authority.

#### **Tracking Use of Funds**

The Contractor must:

- track, and report on:
  - • use of funds pertaining to the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project.
- inform the Project Authority of any variances in the agreed allocations due to factors such as:
  - recipient decision not to accept the awards;
  - visa problems;





- health issues; or
- other personal factors.
- account for the use of funding for the delivery of events and activities; and
- inform the Project Authority of any unspent, unused and/or returned funds.

### 2.3.2 Other Direct Expenses

The Contractor will be reimbursed for certain direct expenses (up to a specified limit) as outlined in *Annex B – Basis of Payment* within the RFP/contract.

## 2.4 Alumni Engagement

The Contractor must engage the scholarship alumni for the purpose of (a) promotion of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project; (b) promotion of Canada as a study and research destination, and (c) for wider use in strengthening Canada's brand abroad through the international alumni community.

The Contractor must implement existing and new initiatives with respect to alumni, which may include:

- a. Maintaining and growing a database of scholarship recipients;
- b. Maintaining contact with the alumni for the purposes of promotion and statistical reporting to the Project Authority;
- c. Creating website content which targets alumni interests;
- d. Using promotional channels to strengthen ties with alumni, where feasible;
- e. Encouraging alumni to serve as mentors for potential international students coming to Canada;
- f. Developing and providing new strategies (with Project Authority approval) for tracking, maintaining and increasing contact with alumni;
- g. Collecting alumni testimonials (written or video) and photos with corresponding waivers, for the purpose of promoting the scholarships program through web and/or print;
- h. Organizing events or activities, which advance the alumni engagement objectives.

## 2.5 Promotion and Management of Scholarship Applications

The Contractor will be responsible for creating content for the promotion of the SEED Project and for managing scholarship applications.

To this end, the Contractor must perform tasks such as, but not limited to, the following:

### a. Promotion

Program Guidelines:

propose and draft content in both official languages for the program guidelines of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project.

News Releases:

propose and draft content in both official languages for news releases related to the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project.

Social Media:

propose and draft social media content in both official languages related to the promotion of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project.

Testimonials and Profiles:

- contact scholarship recipients to encourage the submission of testimonials promoting the SEED experience;
- coordinate the editing and tailoring of written content related to the SEED Project;
- obtain necessary permissions to use testimonials and photos, and
- maintain a tracking spreadsheet of all testimonials received and ensure proper tracking of all recipient details, content, photos and permissions to use testimonials.

### b. Receiving applications



- Receiving scholarship applications through a web-based mechanism or tool developed and managed by the Contractor for the SEED Project.
- provide technical assistance to applicants of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) submitting applications through the web-based mechanism or tool developed and managed by the Contractor for the SEED Project.
- • ensure that the collecting, storing and reporting of all administrative data as it pertains to the scholarship process is completed in a timely and accurate manner. Any errors must be corrected as soon as they appear.

## 2.6 Data Management and Statistics

### a. Collection

The Contractor must:

- collect, input (if applicable), maintain and report on all data provided from scholarship applications, scholarship allocations and scholarship disbursements;
- ensure that only data deemed essential for the program by the Project Authority is collected;
- • ensure that proper authorization is received or that a Privacy Notice Statement (PNS) is signed prior to the collection of any personal data provided by an applicant, recipient or participant, whether Canadian or non Canadian;
- collect information and data from:
  - • recipient reports as required by funding agreements;
  - • recipient feedback, following participation in programs and events;
  - application forms; and
  - other tracking tools and financial records including the Contractor's own tools.
- monitor the quality and accuracy of the data collected in order to ensure accurate reporting on data fields such as, but not limited to:

### Individual Recipients

- non Canadian recipients' names;
- recipient's country and region of origin;
- eligibility of country as per Official Development Assistance;
- program under which the scholarship was received;
- fiscal year of participation;
- name of home institution;
- name of Canadian host institution;
- type of institution (college, university, institute, etc.);
- language of study or research;
- province of study or research;
- field of study or research;
- gender;
- whether student has provided any photos, videos or testimonials;
- participation in a supplementary learning activity with year;
- participation in a collaboration mission with year;
- other data collected from forms or recipient reports; and
- recipient participation in any alumni programs or groups.

### Institutional Recipients

- language of instruction;
- location;
- number of scholarships awarded;
- number of scholarship recipients hosted;
- data on institutional linkages;
- opportunities for, and involvement of, Canadians;
- profile of cohorts hosted under SEED;
- participation history in SEED;
- participation in a collaboration mission (either hosting or sending a delegate); and
- other data collected from forms or recipient reports.



- maintain data on scholarship recipients and alumni;
- ensure data is entered in a consistent format (for example, only one consistent name is used to identify individual and institutional recipients); and
- integrate new criteria for data collection and reporting as proposed by the Contractor or by the Project Authority following a discussion between both parties.

#### **b. Storage and Retention**

The Contractor must:

- keep application statistics and maintain electronic and paper archives on successful candidates; and keep historical data and make it available for analysis by both the Contractor and the Project Authority

#### **c. Use**

- ensure data is readily accessible by both the Contractor and the Project Authority to facilitate the preparation of reports; and
- provide data to the Project Authority and, when requested, to agencies and organizations as approved by the Project Authority.

#### **d. Disposition**

- work with the Project Authority to dispose of information collected which is no longer required.

### **3. Other Deliverables**

In first year of the contract, the following deliverables must be submitted to the Project Authority by the date indicated below. In subsequent years of the contract, updated versions of these documents are to be submitted by March 31<sup>st</sup> or at another mutually agreed upon time.

#### **3.1 Reports**

The Contractor must submit both official reports and ad hoc reports to support the Project Authority's reporting on the program's results, finances and statistics.

##### **a. Official Reports**

Each year, the Contractor must submit specific financial information, program results and statistical reports at set times. The Contractor must submit the following reports in electronic format (MS Office Suite) to the Project Authority by the dates indicated. Upon request from the Project Authority, the Contractor will provide reports in hard copy format as well.

##### **Financial Reporting on Flow-Through Program Funding**

- Quarterly Financial Reports and Advance Program Funding Requests: includes an update of actual disbursements of flow-through program funding by project line (scholarships and events) in the past period as well as an Advance Program Funding Request (APFR) for the next period (see section 2.3 *d Financial Management of Flow-Through Program Funding* for additional details). Third and Forth Quarterly Financial Reports should alert the Project Authority of any predicted lapse of funds, if applicable, by providing a breakdown of unspent/underspent budget lines for the scholarship program and events. The Contractor must also propose alternative measures for spending lapsed funds, if possible. Lapsed funding which cannot be spent must be returned to the Project Authority as it becomes confirmed, and by April 6 at the latest.

Timeframe: Before the start of a new fiscal year, the Project Authority provides the Contractor with the annual budget allocation for that fiscal year, broken down by scholarship program, related events and activities, and/or other category. This allocation determines the number of scholarships to be adjudicated and guides the selection/allocation process. The Contractor must submit to the Project Authority the Quarterly Financial Reports and Advance Program Funding Requests on a quarterly basis (April-June, July-September, October-December and January-March), unless they agree on an alternative timing.



Please note that the Contractor must maintain accurate accounts and records including invoices, which are open to audit, and inspection by the Project Authority's representatives.

### Program Result Reports

- Annual Program Delivery Report, assessing the effectiveness of the delivery of the program over the entire cycle (from launch to student intake), presenting comparative program data over time, and including lessons learned and suggestions for improvement of administrative, financial, communications, and promotional processes. The report focuses on the scholarship implemented in a given fiscal year, although it covers parts of the preceding fiscal year (due to the timing of program launches) and the following fiscal year, because some scholarships span spring and summer terms. The template for the report will be provided by the Project Authority.

Timeframe: To be determined during a discussion with the Project Authority.

- Annual Program Performance Report based on the Performance Measurement Framework covers the fiscal year, in which the scholarship intake takes place. The Project Authority will provide the *Performance Measurement Guide for the Contractor* containing the SEED Performance Measurement Logic Model and high-level performance indicators, as well as the report template. While neither the Logic Model nor the performance indicators can be modified, the performance indicators may be expressed more specifically to reflect changes and evolution of the programs and activities. The addition of any new or more specific indicators must be discussed with, and approved by, the Project Authority and must provide evidence in support of program outputs and outcomes. The logic model is intended to cover all of the Project Authority's potential programming. Therefore, some of the logic model outputs may not be relevant for the program administered by the Contractor in any given year, such as supplementary learning activities.

Timeframe: To be determined during a discussion with the Project Authority.

- Interim reports: which will provide the Project Authority with results, assessments or post-mortems of specific projects or parts of the program cycle, e.g. Supplementary Learning Activities, Collaboration Mission, program launch or selection results, etc.

Timeframe: To be determined during a discussion with the Project Authority.

#### **b. Ad Hoc Reports**

The Contractor must provide a variety of ad hoc reports which focus primarily on statistics and finances but also occasionally on web performance, alumni, program results and events as requested by the Project Authority. The Contractor must provide ad hoc reports in an accurate and timely manner within a maximum of three working days of the request, or upon the timeframe established by the Project Authority.

As most ad hoc reports involve some statistics, the Contractor must be able to:

- analyze data on scholarship programming in order to determine the impact of the Canadian government's investment;
- provide statistical analysis; and
- create reports requested.

### **3.2 Promotional Strategy & Communications Plan**

#### **a. Promotional Strategy**

A promotional strategy is required to increase awareness of, interest in, and support for the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project (see also section 2.1.2 b above). The strategy must:

- be based on the high-level goals identified in the Government of Canada's current International Education Strategy and the program goals and objectives, namely:
  - Increased awareness of Canada as a study destination;
  - Increase capacity for the circulation of ideas and research;
  - • Other objectives identified by the Project Authority;
- identify the program stakeholders and target audiences, as well as the communications approaches for each audience; and
- be submitted in a format deemed to be mutually acceptable and useful to both the Contractor and the Project Authority.



**Timeframe:** The Contractor must submit the Promotional Strategy within 12 weeks of the start date of the contract. The strategy is to be reviewed with the Project Authority in each subsequent year to determine the need to update it.

**b. Communications Plan**

A Communications Plan describes how the Contractor will achieve the objectives set out in the Promotional Strategy. It must:

- propose specific communication tactics that will:
  - elicit greater awareness of, and support for, the program among its stakeholders;
  - increase the demand for the scholarships among the target groups; and
  - enhance access to information about the program among the recipients.
- propose a schedule, timeline, channels of communication, and type/format of content for each phase of promotion;
- describe the content of messaging depending on a communication channel, target region, target audience, and program/event;
- include a performance measurement framework to track progress on short-term and long-term goals;
- be submitted in a format deemed to be mutually acceptable and useful to both the Contractor and the Project Authority; and
- be integrated in the Schedule of Program Launches and Events or created in a distinct Communications calendar.

**Timeframe:** The Contractor must submit the Communications Plan within 12 weeks of the start date of the contract. The Plan is to be reviewed with the Project Authority in each subsequent year to determine the need to update it.

### 3.3 Standard Operating Procedures Manual

The Contractor must develop and update a Standard Operation Procedures (SOP) manual to accurately describe the administration of the scholarship program.

**Timeframe:** To be determined during a discussion with the Project Authority.

### 3.4 Schedule of Program Launches and Events

The Contractor must create and submit to the Project Authority, a yearly Schedule of Program Launches and Events related to the scholarship competitions for the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project (see *Appendix A Detailed Administration of Tasks* for approximate timing of the key dates for the program). The Project Authority reserves the right to make amendments to the Schedule of Program Launches and Events as and when required.

**a. Purpose**

Both the Contractor and the Project Authority will refer to the timeframes in the Schedule of Program Launches and Events for their respective planning purposes. The Project Authority and Contractor must discuss any major changes to the Schedule of Program Launches and Events.

### Content

The Schedule of Program Launches and Events must include approximate dates of key events in the scholarship cycle such as:

- policy review and content updates;
- review and update of application forms in the mechanism or tool developed and managed by the Contractor for the SEED Project;
- competition opening and closing dates;
- drafting of promotional material (web content and social media);
- competition results;
- production of funding agreements;
- scholarship related events, such as Collaboration Mission and Supplementary Learning Activities;
- provisions for time required for consultations and approvals from the Project Authority; and
- additional elements agreed upon by the Contractor and the Project Authority.



## **b. Format**

The Schedule of Program Launches and Events must be presented in a table format or another format accepted by the Project Authority.

Timeframe: The Contractor must submit the Schedule of Program Launches and Events within the first 2 months from the start date of the contract and then on a yearly basis by March 31 (or another time, as approved by the Project Authority). The schedule must span a typical 18 month cycle of the contract, such as but not necessarily from April 1 to September 30 of the following calendar year.

## **3.5 Final Deliverables**

- a. The Contractor must provide the Project Authority with:
- A list of recommendations for enhancing the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project;
  - A list of contacts in Canadian and non-Canadian post-secondary institutions or other stakeholder associations, agencies and organizations involved in the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project, including the distribution lists used for the scholarship launches;
  - Copies of templates, examples of correspondence or other administrative tools (letters, surveys, reports) developed for administrative purposes, such as, but not limited to, communications with:
    - Clients and stakeholders to promote scholarships and announce program launches;
    - Canadian institutions to detail their roles and responsibilities as hosts for scholarship recipients;
    - Canadian institutions and non-Canadian institutions to support establishment of linkages;
    - Canadian institutions to inform them of their allocation of scholarships;
    - Immigration officials confirming student scholarships and funding;
    - Canadian institutions and individual recipients to clarify funding agreements; and
    - Non Canadian institutional representatives exploring their interest in attending collaboration missions.
  - Copies of all promotional materials developed for the project; and
  - Any historical communications and artifacts related to special occasions such as anniversaries, awards, and events.
- b. The Contractor is required to return to the Project Authority the following items:
- Financial records including any and all backup copies;
  - All data collected during the course of the contract, including any archival data provided to the Contractor by the Project Authority; and
  - Any personal information collected in the course of the contract.

Timeframe: The Contractor must provide all the items listed in pts. (a) & (b) during the final six (6) weeks of the contract. The Contractor must seek the Project Authority's approval on how and when the data will be transferred.

- c. The Contractor must destroy and not retain copies of any data and information outlined in section 3.5 b that the Contractor is required to return and that has been returned to Project Authority.

## **4. Program Management**

### **4.1 Relations with Stakeholders**

#### **a. Clients and Recipients**

The Contractor must provide communications and support to the Project Authority's:

- clients (Canadian post-secondary education institutions); and
- recipients (individual or institutional funding recipients).

#### **b. Partner Governments**



- The Project Authority will remain responsible for discussions on program policy with Partner Governments, whether foreign governments from the ASEAN member states or provincial governments.
- The Contractor may work directly with foreign government representatives in Ottawa to confirm program administrative details such as launch dates, selection processes and timing, promotional information or other program details as agreed upon with the Project Authority.
- The Contractor may also contact the relevant embassies in Ottawa on such matters as:
  - support to students during international crisis;
  - academic and personal problems of award holders; and
  - replies to requests from their governments.
- The Contractor must consult with Project Authority prior to any other matters and in all cases Project Authority is to be informed of any updates.

#### **c. Other Stakeholders**

The Contractor may liaise and collaborate with national education associations (for example: Canadian Bureau for International Education (CBIE), Colleges Institutes Canada (CICan) and Universities Canada (UnivCan)) and other stakeholder groups in international education in order to promote and advance the objectives of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project. For example, stakeholder associations may be invited to make presentations to collaboration mission representatives or to explore cooperation on projects.

## **4.2 Project Authority Approvals and Right of Review**

Given that the Project Authority funds programs to advance department and Government priorities and policies, the Contractor understands that the nature of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project is to support internal Government policies and priorities. The Project Authority therefore retains the right to make all related policy decisions and to request the right to review materials and plans related to the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED). This includes but is not limited to:

### **A. Program Policy and Approvals**

- Allocations of funding per budget line per scholarship program and event;
- Allocations of scholarship awards and funding to Canadian institutions across provinces and territories, per level or discipline of study, per type of institution (college, university), per language of study, per eligible country, etc.; and
- Program objectives for both the scholarship program and related events or activities, including the approval of participants invited to these events.

### **B. Right of Review**

- Planning of events: event format, itinerary, agenda, and venue;
- List of participants: special guests panelists, facilitators or trainers;
- Production of communication with the public, clients or stakeholders: letters written on behalf of the Government of Canada, communications with clients and stakeholders, content to promote scholarship competitions;
- Promotional material: print and swag;
- Funding Agreements: agreement templates, recipient reporting templates; and
- Reports: formats and table of contents for reports prior to drafting.

Approval must be granted in writing. The Project Authority may decide to waive the need for approval in specific situations where the material used has been approved in the past; however, the Contractor must ascertain that this is the case prior to proceeding with any implementation.

## **4.3 Language of Services and Deliverables**

The Contractor must comply with the following statements:

- a. The Contractor must provide services and carry out the work described herein in both official languages of Canada;
- b. The Contractor's Project Leader must be able to make presentations and chair high level events in both official languages;



- c. All bilingual deliverables (English and French) must be reviewed by the Project Leader or an appointed specialist to ensure a high level of language quality, eliminate anglicisms in French texts and remove any inappropriate idiomatic expressions in either language;
- d. Language tone must be adapted and appropriate according to the context;
- e. The Project Leader, Scholarship Administrators and Financial Officer must meet the language requirements established by the Project Authority and described in section 6.3 *Language Skills*;
- f. All promotional and communications material must be developed and concurrently presented in equivalent versions in French and English;
- g. Activities, communications and programs delivered under the contract must reflect the official bilingual status and nature of Canada as well as rights of both Francophones and Anglophones; and
- h. The Contractor must have the ability to plan and deliver public events entirely in French, entirely in English or in a bilingual format.

The Project Authority will make available to the Contractor any existing lists of project specific terminology and standardized conventions for translation.

#### 4.4 Format of Documents

The Contractor must submit electronic documents in Microsoft Office Suite format(s). Presentations must be in MS PowerPoint format. Documents containing graphical elements must be submitted with the graphic attached in JPEG and/or GIF format. Data tables must be in MS Excel format as appropriate. All document formats provided must be viewable and modifiable using a Windows Operating System.

The Contractor must ensure that all documents are free from defects and computer viruses. The Project Authority owns the media described above and must accept delivery thereof. Any additional databases and software to be used by the Contractor must be discussed and approved by the Project Authority.

#### 4.5 Meetings

##### a. Kick Off Meeting

The Contractor must meet with the Project Authority within one (1) month of being awarded the contract to clarify the Contractor's tasks and deliverables and to meet the Contractor's team.

##### b. Financial Kick Off Meeting

The **Contractor's** Project Leader and the **Contractor's** Financial Officer must meet with the **Project Authority** within (1) month of being awarded the contract to clearly establish eligible uses of flow-through program funding vs contract fees and to review processes and tools for:

##### b.1. Contract Fees

- Requirements for submitting monthly invoices for contract fees; and
- Requirements for submitting monthly requests for reimbursable costs.

##### b.2. Flow-Through Program Funds

- Timing and requirements for submitting advanced program funding requests; and
- Tracking and reporting disbursements of flow-through funds to recipients.

##### c. Regular Meetings

The Contractor's Project Leader must attend regular meetings as requested by the Project Authority to discuss progress of the work and/or issues requiring decisions on the part of the Project Authority. Such meetings may be held as frequently as once a week at the offices of the Project Authority or at another mutually agreed upon frequency and location, including remotely.

The Contractor's Project Leader must bring the Schedule of Program Launches and Events and an updated budget indicating expenditures to date to regular meetings with the Project Authority.





The Project Authority may also request meetings between its senior officials and the Contractor's highest authority to discuss key decisions affecting the overall direction of the Project.

#### **d. Communication between Teams**

The Contractor's Project Leader must maintain efficient communications with the Project Authority and his or her designate, either in person, by telephone or by e-mail as requested. The Contractor must also propose guidelines for effective lines of communications between the Contractor's team and the Project Authority.

### **4.5.1 Meeting Notes, decisions and policy log**

#### **a. Meeting Notes**

The Contractor must provide meeting notes following regular meetings between the Project Authority and the Contractor's Project Team. The notes must outline key information exchanged during the meeting as well as any decisions, authorizations, updates to the budget and any next steps in the planning and delivery of scholarships and events. Similar meeting notes may be requested by the Project Authority following other interactions. The Project Authority will notify the relevant Project Administration Team members prior to such meetings if this is required.

Timeframe: Ongoing throughout the duration of the contract.

#### **b. Decisions and Policy Log**

The Contractor must keep a log as a record of key decisions, which affect internal program policy for use by both the Project Authority and the Contractor. This includes decisions reached during any in person meeting, phone discussion or email consultation with the Project Authority where the Project Authority approved the modification of a standard process, a new policy or the establishment of a new precedent (e.g. to deal with students who cannot return home due to a natural disaster).

Timeframe: Ongoing throughout the duration of the contract.

### **4.6 Timing of Work and Services to Stakeholders**

The Contractor must assist the public and stakeholders during regular business hours, defined as between the hours of 9:00 am and 5:00 pm, from the Contractor's location. The Contractor must also provide access to personnel including communication in person, by fax, telephone and/or e-mail.

## **5. Client Support**

The Project Authority will provide the Contractor with the tools required for the smooth administration of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project as listed below.

### **5.1 Policy Support**

- a. Policy direction and updates for the administration of the scholarship program;
- b. Policy direction on the planning and delivery of events and activities;
- c. Updates on the priority countries, region and criteria for allocation of scholarships and funds; and
- d. Guidance on any politically and diplomatically sensitive issues that might surface.

### **5.2 Flow-Through Program Funding, Funding Agreements and Financial Templates**

- a. Transfer of flow-through program funding for scholarships, for the purposes of disbursement directly to institutional recipients;
- b. Transfer of flow-through program funding for scholarship related events and activities;
- c. Approved templates of contribution agreements;
- d. Procedure(s) for seeking approvals and signatures on contribution agreements;
- e. Templates for requesting advance flow-through funds; and



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- f. Procedure(s) for justifying need for funds when submitting a request for advance flow-through funds.

### **5.3 Administration Tools**

- a. Access to existing promotional materials;
- b. Access to, or copies of, scholarship data;
- c. Information and data on current status and budget for the scholarships program;
- d. Examples of correspondence and administrative tools available from the previous years of the project;
- e. Approved Privacy Notice Statements;
- f. Approved copies of Waivers, Consent and Release Forms

## **6. Project Team**

### **6.1 Travel**

The Contractor will be required to travel to Global Affairs Canada or other locations within the National Capital Region (NCR) in order to organize related events and activities such as supplementary learning activities, as well as to attend meetings on short notice with Global Affairs Canada officials and third parties.

### **6.2 Configuration and Tasks of the Project Team**

The Contractor must provide a Project Administration Team whose collective experience and abilities will ensure the successful delivery of the tasks outlined in this Statement of Work and its Appendices. The Project Authority may request a breakdown of tasks and deliverables as assigned to Project Administration Team members in order to facilitate communications.

The Contractor's Project Administration Team must consist of a Project Leader, a Senior Scholarship Administrator, a Junior Scholarship Administrator, a Web Developer and a Financial Officer.

#### **a. Project Leader**

The Project Leader must:

- be the first line of communication with the Project Authority;
- update and provide briefings to the Project Authority on progress and concerns of the project;
- assign tasks described in the SOW;
- ensure the overall quality of communications, promotion, financial accounting, reporting and administration of the project;
- be responsible for official communications with high-level diplomatic or institutional representatives when requested by the Project Authority
- oversee the financial management of contract fees, reimbursable costs and flow-through funds to ensure that all financial obligations are met; and
- make recommendations and provide advice for improvements and assist in developing solutions and implementing recommendations.

#### **b. Senior Scholarship Administrator**

The Senior Scholarship Administrator must:

- plan and coordinate project management activities for the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project;
- be the main point of contact for all issues related to planning and administration of the scholarship program;
- be the lead on the scholarship program-related events;
- be the main point of contact for all issues related to planning and delivery of the events for which they are responsible;
- provide statistics;
- manage data for the project;
- manage the promotion and the scholarship applications;



- ensure that the Project Leader is provided with timely and accurate project information and status updates;
- draft reports and updates as requested by the Project Leader.

### c. Junior Scholarship Administrator

The Junior Scholarship Administrator must:

- assist the project team in the administration of the scholarship program;
- support the planning and delivery of events;
- such as:
- assisting with the promotion and scholarship applications process; and
- communicating with the Project Leader and Senior Scholarship Administrator on administrative matters related to the project; and
- draft reports and updates as requested by the Project Leader.

### d. Web Developer

The Web Developer must:

- develop a web-based mechanism or tool to manage scholarship applications for the SEED Project;
- develop web-based mechanisms or tools to promote the SEED Project as required;
- report, monitor, and optimize web performance related to the web-based mechanism or tool for scholarship applications; and
- perform other duties as required.

### e. Financial Officer

The Financial Officer must:

- plan and coordinate financial management activities;
- ensure that accurate financial records are kept on the flow-through program funding to institutional and individual recipients as well as on related events;
- request flow-through program funding for disbursements to institutional and individual recipients;
- follow the process for supplying the evidence of need to justify advance requests for flow-through program funding; and
- submit monthly invoices to cover contract fees, travel and reimbursable costs incurred in the previous month.

## 6.3 Language Skills

a. The Project Administration Team must meet the following language requirements:

- The Project Leader must possess advanced proficiency in both official languages of Canada, French and English;
- The Senior and Junior Scholarship Administrators and Web Developer must possess intermediate proficiency in French and English in order to deliver the program in both official languages as described in section 4.3 *Language of Services and Deliverables*.
- The Financial Officer must possess intermediate proficiency in French or English.

b. For the purposes of this project, the language proficiency is defined under Part 5 – Certifications 5.2.5 Language Requirements.

c. In addition to the language skills mentioned above, superior language skills required for translation must be provided by the Project Administration Team or by an appointed specialist in order to comply with section 4.3 *Language of Services and Deliverables*.



**Appendix A - Details of Administration Tasks**

**Summary Table of the Canada-ASEAN Scholarships and Educational Exchanges for Development Program and Value-Added Events – Policy and Administration**

SEED Scholarship Program for ASEAN scholars  
Value-added Events

Note that in this Appendix, the term ‘**Scholarship Administrator**’ is used interchangeably with the term ‘**Contractor**’.

**SEED Scholarship Program for ASEAN Scholars**

<b>Target regions</b>	<p>ASEAN ODA and non-ODA countries:</p> <ul style="list-style-type: none"> <li>• ODA countries: Indonesia, Malaysia, the Philippines, Thailand, Cambodia, Lao People’s Democratic Republic, Myanmar and Vietnam</li> <li>• Non-ODA countries: Brunei Darussalam, Singapore</li> </ul>
<b>Goal</b>	<ul style="list-style-type: none"> <li>• Strengthen the application of learning (analysis, policymaking and service delivery) by communities of practice in ASEAN, especially women, in sectors that contribute to poverty reduction, gender equality and prosperity; and increase the quality of research and instruction in academic organizations in ASEAN member states</li> <li>• Promote institutional linkages and research collaborations</li> <li>• Promote Canadian post-secondary education abroad</li> <li>• Provide opportunities for students to study or do research in Canada</li> <li>• Provide access to Canadian expertise and cutting edge facilities</li> <li>• Minimize brain drain</li> <li>• Promote reciprocal opportunities for mobility for Canadian students or faculty</li> </ul>
<b>Structure</b>	<p>Based on inter-institutional linkages and tuition-wavers offered by Canadian institutions:</p> <ul style="list-style-type: none"> <li>• The candidates make interest known to their home (ASEAN) institution</li> <li>• ASEAN institution forwards candidacies to Canadian partner institution</li> <li>• Canadian institution applies for funding on behalf of candidates they wish to host through the online application portal developed by the <b>Contractor</b></li> <li>• Scholarship recipients remain registered in home institution while on scholarship in Canada</li> <li>• Scholarship recipients return to home institution and transfer credit earned for study or research in Canada, if applicable</li> <li>• The <b>Contractor</b> works with ASEAN and Canadian institutions to supplement the scholarship program through the development and delivery of relevant training modules and facilitates the identification and implementation of opportunities for initiating new curricula and joint research, distance learning, virtual roundtables, etc.</li> </ul>
<b>Stakeholders</b>	<p><b>Global Affairs Canada, Scholarship Administrator (Contractor)</b>, Canadian institutions, ASEAN institutions, ASEAN scholarship recipients (students).</p>
<b>Value</b>	<p>Values depend on the program and type of activity pursued in Canada. For most up-to-date values visit <a href="https://www.educanada.ca/scholarships-bourses/can/institutions/asean-anase.aspx?lang=eng">https://www.educanada.ca/scholarships-bourses/can/institutions/asean-anase.aspx?lang=eng</a> Canadian institutions can retain \$500 per scholarship to defray administrative costs.</p>
<b>Duration</b>	<p>Duration depends on the program and type of activity pursued in Canada, but a maximum of 8 months. For most up-to-date values visit: <a href="https://www.educanada.ca/scholarships-bourses/can/institutions/asean-anase.aspx?lang=eng">https://www.educanada.ca/scholarships-bourses/can/institutions/asean-anase.aspx?lang=eng</a></p>



<b>Number of awards</b>	<ul style="list-style-type: none"> <li>An estimated 100 to 125 awards per year</li> <li>This number may vary by up to 30% depending on available funding and other circumstances</li> </ul>
<b>Type of Award</b>	Contribution
<b>Competition launch date</b>	December
<b>Competition closing date</b>	March
<b>Contractor's Role</b>	Full Administration

<b>General Process</b>	
<b>Program promotion</b>	The <b>Scholarship Administrator</b> promotes program launch to Canadian institutions via approved channels.
<b>Launching process</b>	<ul style="list-style-type: none"> <li>The application webforms are updated and tested as required in the web-based mechanism or tool developed by the <b>Contractor</b></li> <li>The program guidelines are updated if needed</li> <li>The online application form is made available</li> <li>The launch is announced via approved channels</li> </ul>
<b>Application process</b>	<ul style="list-style-type: none"> <li>The students apply through their home institution to study at the Canadian host institution</li> <li>The Canadian institution submits an application through the web-based mechanism or tool developed by the <b>Scholarship Administrator</b></li> <li>Canadian institutions are asked to rank the applications they submitted in order of their priorities</li> </ul>
<b>Closing process</b>	The <b>Contractor</b> closes the online application forms in the mechanism or tool developed by the <b>Contractor</b> for the SEED Project.
<b>Vetting process</b>	<p>The <b>Scholarship Administrator</b> confirms eligibility of applications by reviewing them for:</p> <ul style="list-style-type: none"> <li>duplicates;</li> <li>eligibility (i.e. citizenship, level of study, etc.);</li> <li>completeness (all and correct supporting documents are submitted); and</li> <li>previous scholarship recipients (these application are not eligible).</li> </ul> <p>The <b>Scholarship Administrator</b> completes an assessment of the letters of intent submitted at the time of application to ensure a linkage between the proposed research or study of the student and the 2030 Agenda for Sustainable Development as well as the student's commitment to use the proposed research or study in Canada to help combat poverty and narrow the development gap in the ASEAN region.</p>
<b>Adjudication process</b>	Scholarships are allocated among vetted candidates according to a set of diversification criteria determined by <b>Global Affairs Canada</b> , which include: link between the studies/research and the 2030 Agenda for Sustainable Development, commitment to poverty reduction, home country distribution, provincial and territorial representation, official language, type of Canadian home institutions, and gender, and taking into account institutional rankings.
<b>Final selection process</b>	The <b>Scholarship Administrator</b> provides a list of proposed candidates for <b>Global Affairs Canada's</b> approval along with a list of reserve candidates and a budget detailing the breakdown of allocations by country, value of awards and other criteria as requested by <b>Global Affairs Canada</b> .



<p><b>Announcement of results</b></p>	<ul style="list-style-type: none"> <li>• Results are announced approximately eight to ten weeks after the competition closes, once <b>Global Affairs Canada</b> approves the list of scholarship recipients. All Canadian institutions are notified of the status of their applications.</li> <li>• One email is sent per institution to the institution's designated Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project coordinator who applied on behalf of the students and the students' supervisors. It contains the announcement of results, next steps, and the Contribution Agreement process.</li> <li>• The <b>Scholarship Administrator</b> updates the scholarships mechanism or tool developed by the <b>Scholarship Administrator</b> for the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project.</li> </ul>
<p><b>Daily administration/ payment procedure</b></p>	<ul style="list-style-type: none"> <li>• The <b>Scholarship Administrator</b> calculates the value of funding for each institution and prepares Contribution Agreements based on approved templates. Finalized contribution agreements are submitted for <b>Global Affairs Canada's</b> review and approval.</li> <li>• The <b>Scholarship Administrator</b> sends a copy of the Contribution Agreement to the institutions. It must be signed by the authorized representative of the institution and by <b>Global Affairs Canada</b> before the scholarship(s) can proceed.</li> <li>• Upon receipt of the fully-signed agreement, a Cash Flow Statement, and a list of the students for whom the funds are being requested, the <b>Scholarship Administrator</b> disburses funds to the Canadian institution by cheque or wire transfer. Institutions submit up to two Cash Flow Statements, depending on the duration and timing of their scholarships; one for expenses until December (for students arriving in summer and fall), one for expenses between January and September. The Canadian institutions then disburse the funds to the scholarship recipient(s) in either installments or a lump sum.</li> <li>• The <b>Scholarship Administrator</b> maintains the scholarships mechanism or tool developed by the <b>Scholarships Administrator</b> up-to-date with cancellations and modifications.</li> <li>• The <b>Scholarship Administrator</b> tracks the issuance and signing of approximately 50 Contribution Agreements.</li> <li>• The <b>Scholarship Administrator</b> collects final reports from the institutions at the end of the scholarship period.</li> <li>• Throughout the duration of the project, the <b>Scholarships Administrator</b> works with ASEAN and Canadian institutions to supplement the scholarship program through the development and delivery of relevant training modules and facilitates the identification and implementation of opportunities for initiating new curricula and joint research, distance learning, virtual roundtables, etc. A costed plan for the implementation of each activity will be discussed with <b>Global Affairs Canada</b> to obtain approval before implementation.</li> </ul>
<p><b>Documentation</b></p>	
<p><b>Documents to be provided with applications</b></p>	<ul style="list-style-type: none"> <li>• Proof of citizenship</li> <li>• Proof of full-time enrolment</li> <li>• Letter of intent from the candidate</li> <li>• Letter of support from the home institution</li> <li>• Letter of invitation from the Canadian supervisor, if applicable</li> <li>• Memorandum of Understanding or agreement between the Canadian and student's home institution, if applicable</li> <li>• Privacy Notice Statement signed by the candidate</li> </ul>
<p><b>Documents to provide for funding</b></p>	<ul style="list-style-type: none"> <li>• Contribution Agreement signed by an authorized representative of the Canadian institution and an authorized representative of <b>Global Affairs Canada</b></li> <li>• Cash Flow Statement with a list of students provided by the institution</li> </ul>



<b>Website</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.educanada.ca/scholarships-bourses/can/institutions/asean-anase.aspx?lang=eng">https://www.educanada.ca/scholarships-bourses/can/institutions/asean-anase.aspx?lang=eng</a></li> </ul>
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Value-added Events

Collaboration Mission		
<b>Conceptualization and planning</b>	Timeline	At least five months prior to the Collaboration Mission, the <b>Project Authority</b> and the <b>Contractor</b> revisit lessons from similar missions, discuss the mission's format, scale, and timeline.
	Theme and budget	Following the initial consultation, the <b>Contractor</b> proposes to the <b>Project Authority</b> several themes for the upcoming mission, accompanied by a short rationale as well as countries and post-secondary education sectors to be targeted. The <b>Contractor</b> also provides a breakdown of the expected budget, making any necessary adjustments to the initial allocation.
<b>Participation</b>	Invitation list	Based on the agreed-upon timeline and if requested by the <b>Project Authority</b> , the <b>Contractor</b> collects names of potential participants.

<b>Participation</b>	Preliminary invitation and survey	<p>Based on the agreed-upon timeline, the <b>Contractor</b> sends invitations to all potential participants, including:</p> <ul style="list-style-type: none"> <li>• a description of the collaboration mission and its theme;</li> <li>• a questionnaire requesting:               <ul style="list-style-type: none"> <li>○ the profile of the candidate (title, position, institution, contact info);</li> <li>○ linguistic profile (English/French);</li> <li>○ availability;</li> <li>○ authority to establish and sign agreements;</li> <li>○ professional history;</li> <li>○ description of institution;</li> <li>○ existing contacts already with Canadian institutions;</li> <li>○ Canadian institutions they would like to meet with during the mission; and</li> <li>○ Areas of partnership creation.</li> </ul> </li> </ul> <p>Participants are given one week to complete the survey. The <b>Scholarship Administrator</b> must follow up by phone if they do not respond.</p>
	Selection of delegates	<p>Completed surveys are evaluated against the following selection criteria:</p> <ul style="list-style-type: none"> <li>• Are the candidates available?</li> <li>• Are they authorized to establish and sign agreements on behalf of their institution?</li> <li>• Will their institution benefit from the mission in terms of new partnership prospects?</li> <li>• Do they have the necessary language capabilities?</li> </ul> <p>A list of recommended participants is sent to the <b>Project Authority</b> for approval.</p>
	Official invitations	<p>Based on the agreed-upon timeline, the <b>Contractor</b> sends official invitations, which should contain:</p> <ul style="list-style-type: none"> <li>• The purpose of the collaboration mission;</li> <li>• Dates of the collaboration mission;</li> <li>• Cities to be visited during mission;</li> <li>• Covered expenses; and</li> </ul>



		<ul style="list-style-type: none"> <li>Logistics (itinerary, accommodation, arrangements and deadlines for flights and visas, and other information to be provided to the <b>Scholarship Administrator</b>)</li> </ul>
	Canadian hosting institutions	The <b>Contractor</b> informs Canadian post-secondary institutions of the mission and distributes a survey to determine their interest in hosting networking events or institutional visits.
	Representatives from provincial governments	The <b>Scholarship Administrator</b> contacts the senior policy advisor within the division/branch responsible for postsecondary education at the relevant provincial education ministry, provides general information on the mission and gauges their interest in participating (e.g. organizing a presentation on province's postsecondary education system, networking, etc.). Events are organized in collaboration between the provincial Education Ministry and the <b>Scholarship Administrator</b> (roles change yearly depending on province).
<b>Logistics</b>	Transportation	All transportation is booked directly by the <b>Contractor</b> . The flights are booked based on availability and the most economical round-trip. Flights and buses can be used for travel between cities and between institutions. Bus service is determined by the most economical price.
	Accommodation	Accommodation is booked directly by the <b>Contractor</b> , based on a variety of quotes from hotels in destination cities. Selection is based on: cost, location (closest to institutions; downtown), and meeting spaces (size, availability and visual equipment).
	Per diems	The per diems are distributed by the <b>Contractor</b> to the delegates on the first day of the mission. The participants must sign a form acknowledging receipt of per diems. Per diems are based on the Treasury Board standards and are used for certain transit and unorganized meals. Daily incidentals are included for each day of the mission. Participants are informed that per diems are based on government standards and cannot be modified.
<b>Payment procedures &amp; finances</b>		A Letter of Agreement itemizing the participant's share of funding for the delivery of events (such as travel and lodging) as well as any funds received directly (e.g. for per diems) is prepared and signed by the <b>Contractor</b> . The <b>Contractor</b> plans for travel and accommodation of their own representatives, who will accompany and assist the participants during the mission. These representatives' travel must be approved in advance through the <b>Project Authority's</b> travel approval process. The <b>Contractor's</b> participation costs will not be covered by flow-through funding (unlike the rest of the Collaboration Mission), but as part of the reimbursable expense portion of this contract.

<b>Mission components</b>	Activities	<ul style="list-style-type: none"> <li>Welcome/orientation session</li> <li>Presentation on the Canadian post-secondary education sector (esp. college vs university)</li> <li>Presentation by <b>Global Affairs Canada</b> on policy and objectives of the mission</li> <li>Presentations by participants</li> <li>Practice of elevator speeches ahead of networking events</li> <li>Visits of universities and colleges</li> <li>Networking opportunities: speed dating, informal receptions, team rotations</li> </ul>
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		<ul style="list-style-type: none"> <li>Participation in an international education conference, such as the CBIE annual conference</li> </ul>
	Materials provided	<ul style="list-style-type: none"> <li>Agenda</li> <li>Maps</li> <li>Contact information of fellow participants and organizers</li> <li>Information on Canadian institutions</li> <li>Description of the Canada-ASEAN Scholarships and Educational Exchanges for Development (Project)</li> <li>List of other <b>Global Affairs Canada</b> programs</li> <li>Template of an MoU</li> <li>Consent &amp; Release Form</li> <li>Evaluation form</li> </ul>
<b>Supplementary Learning Activities</b>		
<b>Conceptualization and planning</b>		<ul style="list-style-type: none"> <li>At least four months prior to the Supplementary Learning Activity, the <b>Project Authority</b> and the <b>Contractor</b> revisit lessons from similar learning activities and discuss the activity's format, scale, timeline, and thematic focus. The <b>Contractor</b> also provides a breakdown of the expected budget, making any necessary adjustments to the initial allocation.</li> </ul>
<b>Participation</b>	Invitation list	<ul style="list-style-type: none"> <li>The <b>Scholarship Administrator</b> uses the scholarships mechanism or tool developed by the <b>Scholarship Administrator</b> for the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project to identify students at Canadian institutions at the time of the learning activity. The list of potential participants is presented to <b>Global Affairs Canada</b> for approval.</li> </ul>
	Invitations	<p>Based on the agreed-upon timeline, the <b>Scholarship Administrator</b> contacts the selected students:</p> <ul style="list-style-type: none"> <li>Providing general information about the Supplementary Learning Activity (format, dates, cities, theme);</li> <li>Inviting them to express interest in participating and to indicate their availability (students must be available for the entire duration of the Supplementary Learning Activity);</li> <li>Asking to submit a short text (approx. 300 words) explaining how the Supplementary Learning Activity relates to their area of study or research.</li> </ul>
	Participant Selection	Based on the applications received, the <b>Contractor</b> compiles the final list of participants and sends it to the <b>Project Authority</b> for approval.
	Official invitation	The <b>Contractor</b> sends the official invitation including the agenda, accommodations information, and expenses covered.
	Speakers	<p>The <b>Contractor</b> contacts potential speakers including:</p> <ul style="list-style-type: none"> <li>information on the Supplementary Learning Activity (dates, cities, purpose and theme);</li> <li>general information on the student participants (number, level of studies, countries of origin, study and research disciplines);</li> <li>description of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Project;</li> <li>potential meeting dates; and</li> <li>preferred topic for the speaker to address.</li> </ul>



		<p>The speakers vary depending on the theme of the activity but every attempt should be made to invite senior level speakers such as: Governor General, Ministers, MPs, Presidents and Vice-Presidents of universities, government directors, government analysts and professors.</p> <p>Once speakers are confirmed, the <b>Scholarship Administrator</b> sends them an official invitation, which outlines the objectives and theme of the activity as well the topic to be addressed, and follows up via email/telephone.</p>
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<p><b>Logistics</b></p>	<p>Transportation</p>	<p>The flights are booked directly by the <b>Contractor</b> based on availability and the most economical round-trip. Students are given detailed information in the official invitation on how to get from the airport to the meeting point.</p> <p>Train tickets are booked directly by the participants and reimbursed by the <b>Contractor</b>. Exceptions are made when the participant does not have a credit card, in which case the <b>Contractor</b> books the train ticket directly. Students are provided with detailed information in the official invitation on how to get from the train station to the meeting point.</p> <p>The <b>Contractor</b> books busses to transport the participants between or within cities during the tour. The bus company is chosen based on the most economical option.</p>
	<p>Accommodation</p>	<p>Accommodation is booked directly by the <b>Contractor</b>, based on a variety of quotes from hotels in destination cities. Selection is based on: cost, location (closest to institutions; downtown), and meeting spaces (size, availability and visual equipment).</p>
	<p>Per diems</p>	<p>The per diems are distributed by the <b>Contractor</b> on the first day of the Supplementary Learning Activity. The participants must sign a form acknowledging receipt of per diems.</p> <p>Per diems are based on the Treasury Board standards and are used for certain transit and unorganized meals. Daily incidentals are included for each day of the mission. Participants are informed that per diems are based on government standards and cannot be modified.</p>
<p><b>Payment procedures &amp; finances</b></p>		<p>A Letter of Agreement itemizing the participant’s share of funding for the delivery of events (such as travel and lodging) as well as any funds received directly (e.g. per diems) is prepared and signed by the <b>Contractor</b>.</p> <p>If warranted by the itinerary, the <b>Contractor</b> plans for travel and accommodation of their own representatives, who will accompany and assist the participants during the tour. There should be 1 program administrator for every 10-13 student participants. The <b>Contractor</b>’s travel must be approved in advance through the <b>Project Authority</b>’s travel approval process. The <b>Contractor</b>’s participation costs will not be covered by flow-through funding (unlike the rest of the Supplementary Learning Activity), but as part of the reimbursable expense portion of this contract</p>
<p><b>Activity components</b></p>	<p>Standard components / activities</p>	<ul style="list-style-type: none"> <li>• Welcome/orientation session</li> <li>• Training modules on development topics (such as environment and climate change/nature-based climate solutions, evaluation, gender equality, governance, public financial management)</li> <li>• Presentations and meetings with senior officials or experts working in fields relevant to the Supplementary Learning Activity’s theme</li> <li>• If in Ottawa: meetings with <b>Global Affairs Canada</b> representatives, meeting with the student’s diplomatic representatives and a visit of the Parliament</li> <li>• Museum visit/cultural activity</li> </ul>



	Materials provided to participants	<ul style="list-style-type: none"><li>• Agenda for the week including: meeting points, bus departure times, list of meetings, events, receptions, etc.</li><li>• Maps (provinces, Canadian institutions, Canada's Indigenous people, natural resources)</li><li>• List and contact information of fellow participants</li><li>• Contact information of organizers</li><li>• Biographies of facilitators, speakers and description/mandate of their organization</li><li>• Articles and other documents related to theme of the Supplementary Learning Activity</li><li>• Mock Parliament documentation – law, position, issue (if applicable)</li><li>• Privacy Notice Statement, Consent and Release Forms</li><li>• Form for submitting testimonials</li></ul>
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*Appendix B – Official Name of the Scholarship Program*

**English**

**Canada-ASEAN Scholarships and Educational  
Exchanges for Development (SEED)**

**Français**

**Bourses et programmes d'échanges  
éducatifs pour le développement Canada-  
ANASE**



*Appendix C – Frequently Used Terms*

<b>Scholarship Program Abbreviation</b>	
SEED	Canada-ASEAN Scholarships and Educational Exchanges for Development
<b>Administration Terms</b>	
<ul style="list-style-type: none"><li>• “scholarship” or “award” is funding for study or research for students;</li><li>• “applicant” is an institution applying for an award on behalf of a student;</li><li>• “candidate” is the student for whom an application for an award has been submitted;</li><li>• “recipient” receives funding under the SEED Project, whether individual or institutional;</li><li>• “alumni” are past award recipients;</li><li>• “registered alumni” are alumni who have registered in the alumni program;</li><li>• “participants” are those who attend an event such as a collaboration mission or a supplementary learning activity. Participants primarily benefit from funding which is used to cover his or her expenses and the costs associated with the planning and delivery of the event. Participants do not receive funds for study or research;</li></ul>	



**ANNEX “B” - BASIS of PAYMENT**

**The Basis of Payment** may not be amended, or modified, nor shall any of its terms and conditions be waived. If the Basis of Payment is changed in any way, the proposal will be considered non compliant in its entirety and will be given no further consideration.

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

**Definition of a Day/Proration**

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

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

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

1. Professional Fees

The Contractor will be paid all-inclusive firm per diem rates as follows:

**TABLE 1: From Contract award date of the contract to March 31, 2023.**

	Category	Estimated Level of Effort	Firm Per diem rates	Total Estimated Cost AxB=C
		A	B	C
1a	Project Leader	24 days	\$	\$
1b	Senior Scholarship Administrator	60 days	\$	\$
1c	Junior Scholarship Administrator	30 days	\$	\$
1d	Web Developer	24 days	\$	\$
1e	Finance Officer	24 days	\$	\$

**TABLE 2: From April 1, 2023 to March 31, 2024**

	Category	Estimated Level of Effort	Firm Per diem rates	Total Estimated Cost AxB=C
		A	B	C
1a	Project Leader	96 days	\$	\$



1b	Senior Scholarship Administrator	240 days	\$	\$
1c	Junior Scholarship Administrator	120 days	\$	\$
1d	Web Developer	96 days	\$	\$
1e	Finance Officer	96 days	\$	\$

**TABLE 3: From April 1, 2024 to March 31, 2025**

	Category	Estimated Level of Effort	Firm Per diem rates	Total Estimated Cost AxB=C
		A	B	C
1a	Project Leader	96 days	\$	\$
1b	Senior Scholarship Administrator	240 days	\$	\$
1c	Junior Scholarship Administrator	120 days	\$	\$
1d	Web Developer	96 days	\$	\$
1e	Finance Officer	96 days	\$	\$

**TABLE 4: From April 1, 2025 to December 31, 2025**

	Category	Estimated Level of Effort	Firm Per diem rates	Total Estimated Cost AxB=C
		A	B	C
1a	Project Leader	72 days	\$	\$
1b	Senior Scholarship Administrator	180 days	\$	\$
1c	Junior Scholarship Administrator	90 days	\$	\$
1d	Web Developer	72 days	\$	\$
1e	Finance Officer	72 days	\$	\$

**TABLE 5**

<b>Travel and Living expenses Limitation of Expenditure (not taxable)</b>	<b>\$ 20,000.00</b>
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**TABLE 6**

<b>*Other Related expenses Limitation of Expenditure (not taxable)</b>	
<p>The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers. The other direct expenses include, but are not limited to, the following categories:</p> <ul style="list-style-type: none"> <li>• - Printing and Promotion;</li> <li>• - Courier;</li> <li>• - Translation; and</li> <li>• - Scholarships mechanism or tool</li> </ul>	<b>\$ 90,000.00</b>
<p><b>Total Contract Cost (Table 1 +Table 2 + Table 4 + Table 5 + Table 6)</b> Applicable Taxes excluded</p>	<b>\$</b>

Estimated tax % for information purposes: \_\_\_\_\_





**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat 2022-P00210
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**

**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Global Affairs Canada	2. Branch or Directorate / Direction générale ou Direction OSD/Southeast Asia	
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 The Contractor will implement the remaining three years (2022/23-2024/25) of the Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) project (International Assistance Project Reference: P002010), funded by Global Affairs Canada and valued at approximately \$5 million. The contractor will have access to the personal information of candidates and scholarship recipients from the 10 Association of Southeast Asian Nations (ASEAN) member states.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Government of Canada / Gouvernement du Canada

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  Yes / Oui  No / Non

**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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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2022-P00210
Security Classification / Classification de sécurité
Unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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 / Non  Yes / Oui  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).



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## ANNEX “D” - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

**A. Check only one of the following:**

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

**OR**

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

**B. Check only one of the following:**

- B1. The Bidder is not a Joint Venture.

**OR**

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



**ANNEX E,- NON-DISCLOSURE AGREEMENT**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Date