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soumissions - TPSGC

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Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Informatics Professional Services Division / Division des
services professionnels en informatique

Les Terrasses de la Chaudière

10, rue Wellington, 4ième

étage/Floor

Gatineau

Québec

K1A 0S5

Title - Sujet DIGITAL HEALTH TECH PLATFORM DIGITAL HEALTH TECH PLATFORM	
Solicitation No. - N° de l'invitation HT218-224061/A	Date 2022-11-25
Client Reference No. - N° de référence du client HT218-224061	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZM-379-41243	
File No. - N° de dossier 379zm.HT218-224061	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-12-19 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Debidin, Vidia	Buyer Id - Id de l'acheteur 379zm
Telephone No. - N° de téléphone (613) 314-6732 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

**BID SOLICITATION
FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT (SA) FOR
TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
(TIER 2 NCR)
FOR VARIOUS RESOURCE CATEGORIES FOR**

**WORKSTREAM 1 – APPLICATION SERVICES
WORKSTREAM 3 – INFORMATION MANAGEMENT/INFORMATION
MANAGEMENT SERVICE
WORKSTREAM 4 – BUSINESS MANAGEMENT SERVICES
WORKSTREAM 5 – PROJECT MANAGEMENT SERVICES
WORKSTREAM 6 – CYBER PROTECTION SERVICES**

**FOR
HEALTH CANADA**

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List of Annexes to the Resulting Contract:

Annex A Statement of Work

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

Annex B Basis of Payment

Annex C Security Requirements Check List

List of Attachment to Part 3 (Bid Preparation Instructions):

- Attachment 3.1: Bid Submission Form
- Attachment 3.2: Electronic Payment Instruments

List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):

- Attachment 4.1: Mandatory Technical Criteria
- Attachment 4.2: Pointed-Rated Technical Criteria
- Attachment 4.3: Pricing Schedule

List of Attachment to Part 5 (Certifications):

- Attachment 5.1: Federal Contractors Program for Employment Equity - Certification

Forms:

- Form M1 – Bidder's Experience
- Form M1-A – References
- Form M2 – Contract Manager
- Form M3 – Risk Mitigation Strategy
- Form M4 – Contract Management Strategy

**BID SOLICITATION
FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT (SA) FOR
TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
FOR VARIOUS RESOURCE CATEGORIES FOR**

**WORKSTREAM 1 – APPLICATION SERVICES
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**FOR
HEALTH CANADA**

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

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

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

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

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

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

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Health Canada (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.

- (b) It is intended to result in the award of one (1) contract, for 5 months plus three (3) one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA), the Agreement on Trade Continuity between Canada and the United Kingdom of Great Britain and Northern Ireland and the Canada-Korea Free Trade Agreement (CKFTA).
- (e) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."
- (f) Any requirement for deliveries within Comprehensive Land Claims Agreements CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador are excluded from this bid solicitation and will be treated as a separate procurement, outside the resulting contract.
- (g) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.
- (h) Only TBIPS SA Holders holding a TBIPS SA for Tier 2 at the time of bid closing, in all required resource categories in this solicitation and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (i) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (j) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A1 Application/Software Architect	Level 3	1
A6 Programmer/Software Developer(Mobile)	Level 3	1
A8 System Analyst	Level 3	1

A11 Tester	Level 2	1
A12 Web Architect	Level 3	1
A14 Programmers Web Developer	Level 2	2
A15 Web Graphics Designer	Level 2	1
A16 Mobile Multi-media Content Consultant	Level 3	1
I1 Data Conversion Specialist	Level 3	1
I4 Database Modeller	Level 3	1
I5 Information Management Architect	Level 3	1
I10 Technology Architect	Level 3	2
I10 Technology Architect (Mobile)	Level 3	1
B1 Business Analyst	Level 3	1
B7 Business Transformation Architect	Level 3	1
P2 Enterprise Architect	Level 3	1
P7 Project Coordinator	Level 2	1
P9 Project Manager	Level 3	1
P10 Project Scheduler	Level 2	1
P11 Quality Assurance Specialist/Analyst	Level 2	1
P12 Risk Management Specialist	Level 3	1
C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst	Level 3	1
C5 Public Key Infrastructure Specialist	Level 3	1
C7 Information Technology Security Design Specialist	Level 3	1

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
 - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFS), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

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

2.2 Submission of Bids

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

Note: For Bidders needing to register with epost Connect the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Interested Bidders must send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. **Interested Bidders must register a few days prior to solicitation closing date.**

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

Facsimile number: 418-566-6161

Due to the nature of the bid solicitation, bids transmitted directly to the PWGSC Contracting Authority by email (or other means) will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

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

- (b) **Definitions**

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

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

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

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

(c) **Former Public Servant in Receipt of a Pension**

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

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

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

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

(d) **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

2.5 Applicable Laws

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

Note to Bidders: Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If

no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

2.6 Basis for Canada's Ownership of Intellectual Property

- (a) The Health Canada has determined that any intellectual property rights arising from the performance of the Work under any resulting contract will belong to Canada, on the following grounds:
 - (i) the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

2.7 Volumetric Data

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

2.8 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Epost Connect Bid Submission

- (i) If the Bidder chooses to submit its bid electronically, Canada requires that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
 - (A) Section I: Technical Bid
 - (B) Section II: Financial Bid
 - (C) Section III: Certifications
- (iii) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

(b) Hard copy bid submission will not be given any consideration.

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

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

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

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

(f) **Submission of Only One Bid:**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);

-
- (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .

(g) **Joint Venture Experience:**

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

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

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

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

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

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

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

That show in total 100 billable days.

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

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:
 - (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Attachment 3.1 with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
 - (ii) **Substantiation of Technical Compliance:**
 - (A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
 - (B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.2, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.2, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
 - (iii) **Customer Reference Contact Information:**
 - (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 4.1 and Attachment 4.2.
 - (B) The form of question to be used to request confirmation from customer references is as follows:
 1. Has [The Bidder] provided your organization with the services as described in Form M1?

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

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

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

2. Has [the Bidder] provided your organization with the resources described in answers A and E of from M1 part B?

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

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

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

3. Has [the Bidder] delivered to your organization the project demonstrated in answer D of from M1 part B?

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

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

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

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

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

- (iv) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex B. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

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- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:
- (i) the rate bid for level three must be the same or higher than that bid for level two.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- Note to Bidders:** If Canada receives 4 or fewer Bids [the same number of bids as in the article entitled "Phased Bid Compliance Process"] by the bid solicitation closing date, the above sub-article entitled "Blank Prices" will not apply.
- (f) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 3.2 Electronic Payment Instruments, to identify which ones are accepted. If Attachment 3.2 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

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

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

RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2022-03-29) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

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

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

4.1.1.3 Phase II: Technical Bid

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

rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

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

4.2 Technical Evaluation

(a) Mandatory Technical Criteria:

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (ii) The mandatory technical criteria are described in Attachment 4.1.
- (iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.

(b) Point-Rated Technical Criteria:

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- (ii) The rated requirements are described in Attachment 4.2.

(c) **Resources Evaluated at TA Stage**

Resources will not be evaluated as part of this bid solicitation.

Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix C of Annex A.

(d) **Reference Checks:**

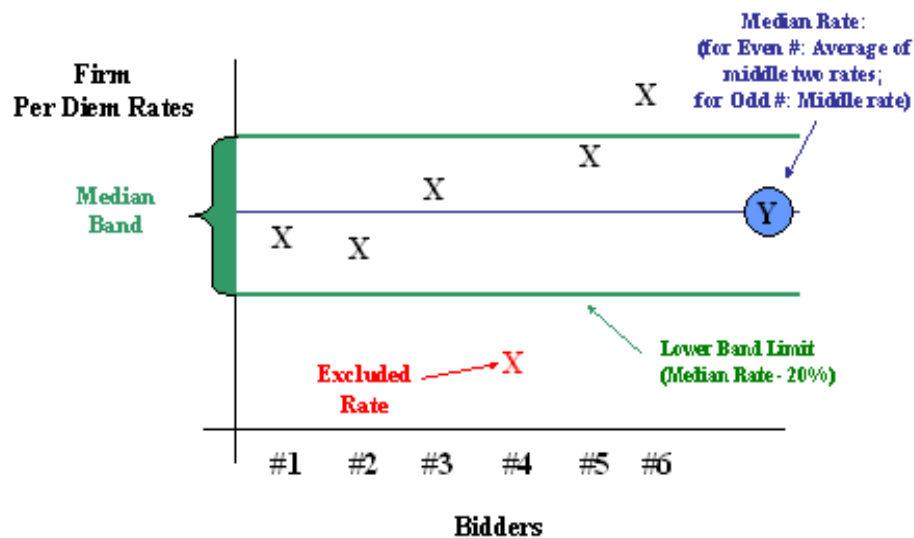
- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada’s email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm’s length with the Bidder.

4.3 Financial Evaluation

- (a) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (b) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (c) Financial Evaluation - Method B below).
- (b) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
- (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders and the Firm Per Diem Median Rate Evaluation Method explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates, or Median Rate(s) if applicable, for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.3 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.
 - (ii) **Firm Per Diem Median Rate Evaluation**
 - (A) **Use:** The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the Lower Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.
 - (B) **Calculation for both the Initial Contract Period and the Option Period medians:** Using the per diem rate proposed for each individual Resource Category a Median Rate will be determined for each Resource Category for the Initial Contract Period, and for each of the option period(s). For each Resource Category, the Median Rate will be calculated using the median function in Microsoft Excel. A Lower Band Limit will be calculated for each Resource Category and will represent a range that encompasses the Median Rate to a value of minus (-) 20% of the Median Rate. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Median Rate for that Resource Category.

For example, if the Median Rate (Y) is determined to be \$500 for a Resource Category, the Lower Band Limit would be minus (-) 20% of \$500, or \$400. If a Bidder proposes a firm per diem rate that is lower than \$400, the Median Rate of \$500 will be used in the Bidder's financial evaluation for that Resource Category.

Resource Category Median Band Determination (Even Number of Bidders)



- (c) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:
- (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.3 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.
- (d) **Substantiation of Professional Services Rates**
- In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:
- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the National Capital Region in the relevant resource category, where those services were provided for at least three (3) months within the eighteen (18) months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;

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- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and
 - (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

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

4.4 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
 - (b) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 70 while the greatest possible Total Financial Score is 30.
 - (i) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (bidders, please refer to the maximum technical points in Attachment 4.1)}} \times 70 = \text{Total Technical Score}$$
 - (ii) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Lowest Financial Evaluated Price}}{\text{The Bidder's Financial Evaluated Price}} \times 30 = \text{Total Financial Score}$$
 - (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
 - (c) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Technical Score will become the top-ranked bidder.
 - (d) One contract may be awarded in total as a result of this bid solicitation.
 - (e) Bidders should note that the contract awarded is subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite
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the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

(a) Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment 5.1, 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 Attachment 5.1 Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(b) Submission of Only One Bid

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses.
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Task Authorization

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

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- (F) the start and completion dates;
 - (G) any option(s) to extend initial end date (if applicable);
 - (H) milestone dates for deliverables and payments (if applicable);
 - (I) the number of person-days of effort required;
 - (J) whether the work requires on-site activities and the location;
 - (K) the language profile of the resources required;
 - (L) the level of security clearance required of resources;
 - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (N) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within two (2) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA) a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- To be validly issued, a TA must include the following signatures:
- (i) For any TA, inclusive of revisions, with a value less than or equal to \$400,000.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority, the Procurement Representative; and, the Contractor.
 - (ii) For any TA with a value greater than \$400,000.00, a TA must be signed by the Technical Authority, the Procurement Representative, the Contractor, and Contracting Authority.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.
- (f) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting
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Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

- (ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

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

- (iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

- (g) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

- (a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and

- (ii) **"Minimum Contract Value"** means \$1,000,000.00 (excluding Applicable Taxes).

- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

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

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

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

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4003 (2010-08-16), Supplemental General Conditions – Licensed Software
- (iii) 4004 (2013-04-25), Supplemental General Conditions – Maintenance and Support Services for Licensed Software
- (iv) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

7.5 Security Requirement

The following security requirements (SRCL Common #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement EN578-170432, applies to and forms part of the Contract.

- (a) The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
- (b) The contractor/offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP, PWGSC
- (c) The contractor/offeror **must not** remove any **protected/classified** information from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
- (d) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
- (e) The contractor/offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C,
 - b. Contract Security Manual (latest edition)

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

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

7.7 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 5 months later; and
 - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional 1 year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

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- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.8 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Vidia Debidin
Public Works and Government Services Canada
Acquisitions Branch
Professional Services Procurement Directorate
10 Wellington St., Gatineau, Québec
Telephone: 613-314-6732
E-mail address: Vidia.Debidin@tpsgc-pwgsc.gc.ca

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

(b) Technical Authority

The Technical Authority for the Contract is:

(TO BE INSERTED UPON CONTRACT AWARD)

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

(c) Procurement Representative

Procurement Representative is:

(TO BE INSERTED UPON CONTRACT AWARD)

The Procurement Representative 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 administrative aspects of the Work under the Contract, communication with PWGSC Contracting Authority on all matters concerning the Contract, procurement initiation authority, and providing PWGSC reports on Contract utilization. Technical matters may be discussed with the Procurement Representative; however, the Procurement Representative 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.

(d) Contractor's Representative

(TO BE INSERTED UPON CONTRACT AWARD)

7.9 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.10 Payment**(a) Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iii) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
- (iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) Limitation of Expenditure – Cumulative Total of all Task Authorizations

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (A) when it is 75 percent committed, or

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- (B) Four (4) months before the contract expiry date, or
- (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Electronic Payment of Invoices – Contract**
- The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)
- Note to Bidders:** If applicable, the Electronic Payment Instrument(s) indicated by the Bidder in Attachment 3.2 will be included in any resulting contract.
- (e) **Time Verification**
- Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.
- (f) **Payment Credits**
- (i) **Failure to Provide Resource:**
- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of ten (10) days.
- (B) **Corrective Measures:** If credits are payable under this Article for two (2) consecutive months or for three (3) months in any twelve (12) month period, the
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Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and twenty (20) working days to rectify the underlying problem.

- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three (3) months' written notice of its intent, if any of the following apply:

- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
- (2) the corrective measures required of the Contractor described above are not met.

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

- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.
- (g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
 - (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or there are enhanced measures to restrict access to government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.

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- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.11 Invoicing Instructions

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

7.12 Certifications and Additional Information

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

7.13 Federal Contractors Program for Employment Equity - Default by Contractor

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

7.14 Applicable Laws

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

7.15 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
 - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services,
 - (ii) 4003 (2010-08-16), Supplemental General Conditions – Licensed Software,
 - (iii) 4004 (2013-04-25), Supplemental General Conditions – Maintenance and Support Services for Licensed Software,
 - (i) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

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- (c) General Conditions 2035 (2022-05-12), Higher Complexity - Services;
 - (d) Annex A, Statement of Work,;
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the TA stage;
 - (e) Annex B, Basis of Payment;
 - (f) Annex C, Security Requirements Check List;
 - (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
 - (h) the Contractor's bid dated _____ (*TO BE INSERTED UPON CONTRACT AWARD*), as clarified or as amended (*TO BE INSERTED UPON CONTRACT AWARD*) if applicable.

7.16 Foreign Nationals (Canadian Contractor)

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

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

7.17 Foreign Nationals (Foreign Contractor)

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

7.18 Insurance Requirements**(a) Compliance with Insurance Requirements**

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this

nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

- (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

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

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

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- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least twelve (12) months after the completion or termination of the Contract.
 - (iii) The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.19 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
 - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other

document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

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

7.20 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

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

7.21 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten (10) working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

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

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

accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

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

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

7.22 Safeguarding Electronic Media

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

7.23 Representations and Warranties

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

7.24 Access to Canada's Property and Facilities

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

7.25 Implementation

Implementation of Professional Services: If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the

Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than ten (10) days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

7.26 Dispute Resolution

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

7.27 Identification Protocol Responsibilities

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

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five (5) working days to deliver the action plan to the Client and the Contracting Authority, and twenty (20) working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.28 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 30 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 15 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

ANNEX A

STATEMENT OF WORK

Title

Developing and implementing new or enhancing current standards and solutions for Canadian health credentials.

2. Background

On March 11, 2020, the World Health Organization (WHO) declared the newly discovered coronavirus (COVID-19) as a global pandemic. With COVID-19, rapidly spreading and creating serious health threats across the globe, citizens, businesses, and governments have been significantly disrupted creating an unprecedented economic, social and health impact. In response to the COVID-19 outbreak, there has been a global effort to advance vaccines and therapeutics and develop public health digital solutions. Canada's ability to defeat COVID-19 depends greatly on assembling immunization data to guide key decision making throughout the pandemic.

The Government of Canada has taken unprecedented actions in an effort to slow the spread of this virus. It has implemented significant international travel restrictions, reduced in-person interactions with government personnel, recalled citizens and staff from abroad and implemented strict guidelines for physical distancing and remote working. In partnership with other levels of government, the Health Portfolio (Health Canada and the Public Health Agency of Canada) provides an array of services to monitor the evolution of this new virus and makes recommendations to prevent and limit its spread and associated impacts.

The Health Portfolio plays several important operational, coordination and leadership roles in responding to the COVID-19 outbreak. These include, among others, regulatory approval of vaccines and therapeutics for COVID-19, disease surveillance, the development of pandemic scenarios to inform policy and programmatic decisions, support for the development of guidance documents and clinical guidelines, managing Canada's pandemic vaccine contracts, and ensuring appropriate rapid research and response capacity. In January 2021, Public Service and Procurement Canada awarded a contract (6D036-204003/A) for the development of the National Vaccine Management Information Platform (NVMIP) in support of the COVID-19 emergency. The Canadian COVID-19 PVC is a solution delivered as part of the NVMIP in FY 21-22.

The NVMIP is an IT system called VaccineConnect that manages nationwide vaccination administration programs, which includes the COVID-19 vaccine rollout. The system can connect federal, provincial and territorial digital networks to ensure public health can meet future challenges. It provides information and support to provinces and territories for planning, management and reporting. The system also provides analytics to enhance population health management. This function will help public health decision makers in Canada plan for future epidemics and pandemics early on.

3. SCOPE**3.1. Introduction**

The Digital Transformation Branch (DTB) within Health Canada (HC) will provide thought leadership in standards and solutions for Canadian health credentials for specific pan-Canadian initiatives (e.g., Proof of vaccination credentials (PVC), exemption credentials, test credentials, recovery credentials, conversion from one standard to another, support solutions to address immunization international interoperability, enhance connections to internal Health Canada systems, etc.) and leverage modern approaches to support and continuously improve the internal health portfolio of the Government of Canada. HC is looking to enable and support verifiable standards and solutions for Canadian health credentials among the federal government, provinces and territories for domestic use cases and international travel. The contractor's role will be to:

- i. Provide expertise and resources to design, develop and maintain new releases of the Canadian Proof of Vaccine Credential (PVC) and related technologies
- ii. Provide expertise and advice related to the design, implementation and use of health credential technologies, services and solutions, leveraging best practices and existing models.

A digital health credential is an electronic document that details a medical qualification, competence, health status, record or authority issued to an individual by a third party with a relevant or *de facto* authority or assumed competence to do so. The credentials could include a verifiable digital identity of the issuer and the holder of the credential.

3.2. Objectives of the Requirement

The successful bidder will utilize their subject matter expertise, to evolve the current PVC solution through a service of task-based assignments for project management, development (including defects and bug fixes), integration services, ongoing maintenance and operations services, reviewing and advising on risks, mitigation strategies and security requirements. They will also work with stakeholders to ensure the success of the solution.

The successful bidder may potentially be called on to support solutions and standards for other specific pan-Canadian projects (e.g., Proof of vaccination credentials (PVC), exemption credentials, test credentials, recovery credentials, conversion from one standard to another, support solutions to address immunization international interoperability, enhance connections to internal Health Canada systems, etc.)

The successful bidder will be responsible for the transition of all these functions to HC so it may be maintained in-house. This includes subsequent source code, documentation and licences required to operate designed solutions.

The objective of this contract is to provide support, on an as-and-when required basis, for the ongoing, development, maintenance and enhancement of standards and solutions for Canadian health credentials for specific pan-Canadian initiatives:

- a. Enhancements to issuer-in-a-box to enable federal, provincial and territorial issuers in issuing, enhancing and maintaining verifiable digital health credentials (e.g. the PVC) to citizens from their respective health portals
- b. Enhancements to PVC end to end architecture and standards for PVC issuance
- c. Development and implementation of common technologies, framework and Canadian standards (e.g. SMART Health card, HL7, FHIR, DIVOC, ICAO, EU DCC etc.) to facilitate

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- the Canadian health journey leveraging Digital Identity, new health standards and solutions, health Artificial intelligence, cloud and big data structure /architectures etc.
- d. Business case development to assist with federal-provincial-territorial (F/P/T) stakeholder engagement and recommendations to assist decision making on new capabilities related to solutions and standards for digital health credentials
 - e. Development of requirements and end-to-end architecture for pathfinder standards and solutions for Canadian health credentials (e.g., Proof of vaccination credentials (PVC), exemption credentials, test credentials, recovery credentials, conversion from one standard to another, support solutions to address immunization international interoperability, enhance connections to internal Health Canada systems, etc.)
 - f. Project management support to assist tracking and reporting of various activities
 - g. Development and maintenance of standards and solutions for Canadian health credentials by leveraging new and existing technologies, such as mobile application technologies
 - h. Ability to leverage cryptography and Blockchain technology to support standards and solutions for Canadian health credentials

3.2.1 Advisory Services for standards and solutions for Canadian health credentials

- a. Technical advisory support for the delivery of pan-Canadian PVC, standards and solutions for Canadian health credentials (e.g., Proof of vaccination credentials (PVC), exemption credentials, test credentials, recovery credentials, conversion from one standard to another, support solutions to address immunization international interoperability, enhance connections to internal Health Canada systems, etc.) leveraging HL7/FHIR, citizen centric architecture and associated enhancements
- b. Perform analysis on health standards and solutions emerging in the industry and international space to drive recommendations on Canadian health credentials and solutions
- c. New capabilities research support, including business cases for new or existing capabilities such as exemptions, revocations, test credentials, recovery credentials, wallets, visitor pass, verifiers, solutions to support international interoperability, solutions to enhance connections to health systems etc.
- d. Perform readiness assessment of federal, provinces, territories, industry to adopt and deliver pathfinder standards and solutions for Canadian health credentials.
- e. Advisory support related to federal-provincial-territorial engagement; facilitate discussions to identify common standards and solutions for Canadian health credentials, as well as associated enhancements.
- f. Support international engagement for technical onboarding of standards and solutions for Canadian health credentials , providing technical advice to support interoperability between provinces and territories and with other countries or jurisdictions
- g. Support domestic, inbound and outbound travel use cases
- h. Develop business case document listing PVC and other digital standards and solutions for Canadian health credentials goals and objectives, scenarios, ecosystem stakeholders and their value proposition as part of enhancement and support to the solutions
- i. Revise business case as required based on discussions through federal-provincial-territorial and policy engagement.
- j. Ensure integration across other digital and non digital solutions deployed within Canada
- k. Support policy engagement in communicating and presenting enhancement to the PVC and/or other standards and solutions for Canadian health credentials
- l. Recommend and support governance structure for engagement of federal-provincial-territorial stakeholders in communicating and presenting the solution and business case
- m. Develop security and privacy solutions supporting the standards and solutions for Canadian health credentials.

3.2.2 Technical development for standards and solutions for Canadian health credentials for specific pan-Canadian initiatives:

- a. Identify functional and non-functional requirements required for enhancements to standards and solutions for Canadian health credentials, (e.g., Proof of vaccination credentials (PVC), exemption credentials, test credentials, recovery credentials, conversion from one standard to another, support solutions to address immunization international interoperability, enhance connections to internal Health Canada systems, etc.) and deliver updated business requirements documents and software architecture document
- b. Assess requirements from various sources such as federal-provincial-territorial and international engagements
- c. Develop and enhance technical specifications based on industry standard (HL7, FHIR, IPS etc.) for standards and solutions for Canadian health credentials and associated enhancements (e.g. digitize the International Certificate of Vaccination or Prophylaxis (ICVP), etc.)
- d. Deliver backlog features to federal-provincial-territorial departments/agencies who have adopted the Issuer-in-a-Box (IIAB) technology, mini-Key Management store (KMS) and Revocation Toolkit (RTK)
- e. Assist in the deployment of enhancements or new Issuer-in-a-box, Key management store and Revocation Toolkit, etc. as required (e.g., for issuance of PVC or other standards or solutions for Canadian health credentials under technical standard other than SMART Health Card framework)
- f. Build, test and deploy enhancements and support for new capabilities such as but not limited to exemptions, revocations, test credentials, recovery credentials, wallet, visitor pass, federal verifiers, solutions for international interoperability etc.
- g. Enable download of the verifiable credential from health portals such as the federal provincial territorial health portal in various formats
- h. Conduct security assessment and address vulnerabilities as required for new capabilities and for open source code developed by HC for standards and solutions for Canadian health credentials and make it available to health solution providers
- i. Develop, enhance and deliver solutions to address fraud and interprovincial and international interoperability in regards to PVC.

3.2.3 Project Management for standards and solutions for Canadian health credentials for specific pan-Canadian initiatives:

- a. Manage all work streams and tasks related to standards and solutions for Canadian health credentials (e.g., Proof of vaccination credentials (PVC), exemption credentials, test credentials, recovery credentials, conversion from one standard to another, support solutions to address immunization international interoperability, enhance connections to internal Health Canada systems, etc.), such as technical development, support solutions for development, implementation of standards and pathfinder solutions
- b. Develop project charter/program plan, schedule and cost estimates for the solutions and associated enhancements
- c. Provide status updates leveraging dashboards and organize team around a project and program governance
- d. Represent team in meetings and workshops and provide clarity on objectives, project plan, agenda and actions
- e. Provides regular updates at daily stand ups and weekly project team meeting to facilitate monitoring of project deliverables

3.2.4 IT Operations Support for standards and solutions for Canadian health credentials for specific pan-Canadian initiatives:

- a. Provide ongoing IT service management support (Incident management, defects management, security management, change management, release management etc.) for federal-provincial-territorial departments and agencies who have adopted Issuer-in-a-box solution, Key management Store solutions and Revocation Toolkit and/or other standards and solutions for Canadian health credentials
- b. Provide IT service operations support for new deployments, new capabilities of standards and solutions for Canadian health credentials
- c. Support federal-provincial-territorial Technical Change Advisory Board discussions and report on the changes to specifications and solutions at the federal-provincial-territorial governance table(s) to facilitate decision making
- d. Manage the flow of information and documentation on changes and releases to solutions, new capabilities etc.
- e. Update operations administration manual and provide it to the federal-provincial-territorial departments and agencies leveraging HC's existing and new solution and service level agreements

The IT operations support process will be based on the following Incident Management requirements.

Once the HC operational support team receives the incident, it will be reviewed and addressed as appropriate. Incidents will be classified by HC utilizing the following priority matrix and forwarded to the Contractor with the priority score applied:

Priority	Impact			
	Multiple Province or territory	Multiple users within a single Province or territory	Single user within a single Province or territory	No users
A full outage of multiple or all services and/or non compliance with Federal health regulation or Federal security requirements	Priority 1	Priority 1	Priority 2	Priority 2
An issue completely affecting a service and no work around is available	Priority 1	Priority 1	Priority 2	Priority 3
An issue affecting a service and a workaround is available	Priority 2	Priority 3	Priority 3	Priority 4
An issue that has no impact to the availability of the affected service and redundancy is available	Priority 3	Priority 4	Priority 4	Priority 4

During the support period, touchpoints may be scheduled by the HC/PHAC operational support team with involved stakeholders (e.g. Canada Border Services Agency (CBSA), Provinces, Territories etc.) to discuss priority 3 and 4 incidents, to support resolution of incidents.

HC will be responsible for determining the priority level of incidents and will share information with the Contractor to determine an action plan.

The Contractor will be available for support between 9:00 AM and 5:00 PM ET, Monday to Friday, excluding statutory holidays.

Incident resolution time is the usual time expected between when the incident was reported via HC and the time when the incident was resolved and service was restored.

- i. Priority 1: Within next business day
- ii. Priority 2: Within two business days
- iii. Priority 3 and 4: Within five business days

4. RESOURCES

To achieve the objectives of this initiative Canada has determined the following resources are to be required with the associated tasks/activities. All resources are considered optional until the task authority (TA) is complete.

Initial Contract Period: Maintenance and enhancement of the Proof of Vaccination credentials, exemptions, verifiers, wallets etc.

Stream	Service	Level	Estimated number of resources
1	A6 Programmer/Software Developer(Mobile)	3	2
1	A11 Tester	2	1
1	A14 Programmers Web Developer	2	1
1	A16 Mobile Multi-media Content Consultant	3	1
3	I10 Technology Architect	3	1
4	B7 Business Transformation Architect	3	1
5	P7 Project Coordinator	2	1

Contract Option Years: In addition to the initial period resources, the following resources will be required to support the development and implementation of standards and solutions for Canadian health credentials.

Stream	Service	Level	Estimated number of resources
1	A1 Application/Software Architect	3	1
1	A8 System Analyst	3	1
1	A15 Web Graphics Designer	2	1
4	B1 Business Analyst	3	1
3	I5 Information Architect	3	1
3	I4 Database Modeller	3	1
3	I10 Technology Architect (Mobile)	3	1
5	P2 Enterprise Architect	3	1
5	P9 Project Manager	3	1
5	P11 Quality Assurance Specialist/Analyst	2	1
6	C5 Public Key Infrastructure Specialist	3	1
6	C7 Information Technology Security Design Specialist	3	1

Optional resources: In addition to the initial period and option year resources, the following resources may be required to support the development and implementation of standards and solutions for Canadian health credentials.

Stream	Service	Level	Estimated number of resources
1	A12 Web Architect	3	1
3	I1 Data Conversion Specialist	3	1
5	P10 Project Scheduler	2	1
5	P12 Risk Management Specialist	3	1
6	C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst	3	1

4.1. Tasks, Activities, Deliverables and/or Milestones

The successful bidder will be required to provide resources, as and when required, to meet the requirements and tasks listed below. Task authorizations will be issued against the new contract in support of these initiatives. Each role will consist of turning directions into reality and/or a function solution and/or ensure effective communications between the different groups in order to meet Health Canada requirements. Activities described for each role are not prescriptive, they are sample activities but could include activities beyond those listed.

4.1.1 Stream 1: Applications Services

A) A1 Application/Software Architect

The Application/Software Architect will be responsible to participate in all aspects of the software development process such as determining business goals, prototype modeling, risk evaluation and customization to ensure they meet Health Canada requirements as described in the Statement of Work. Tasks include, but are not limited to, the following:

1. Develop and maintain solution architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements
2. Analyze functional requirements to identify information, procedure and decision flows, related to automating, innovating and/or modernizing solution or standards in the field of health.
3. Identify the policies and requirements that drive out a particular solution
4. Analyze and evaluate alternative technology solutions to meet business problems
5. Ensures the integration of all aspects of technology solutions
6. Monitor industry trends to ensure that solutions fit with government and industry directions for technology
7. Analyze functional requirements to identify information, procedures and decision flows
8. Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary
9. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
10. Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal

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11. Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc. by using modeling tools

B) A6 Programmer/Software Developer (Mobile)

The Programmer/Software Developer will take direction from the Solution Designers and Architects turning them into reality and a function solution to meet Health Canada requirements as described in the Statement of Work. Tasks include, but are not limited to, the following:

Mobile application tasks;

1. Develop and enhance iOS and Android mobile applications.
2. Design or extend the design of mobile applications taking into considerations iOS and Android accessibility platform guidelines in order to correct current accessibility deficiencies and to deliver new business functionality.
3. Ensure that the mobile applications are adhering to WCAG 2.1 guidelines where applicable.
4. Develop and upgrade iOS and Android applications based on iOS and Android accessibility platform frameworks, methodologies and API's.
5. Unit test mobile applications to ensure that applications are compliant with platform accessibility guidelines.
6. Integrate development artefacts with CI/CD pipelines and/or mobile build pipelines, including with HC Azure CI/CD pipelines
7. Work with HC resources and transfer knowledge of designs, mobile application code.

Web application tasks;

1. Design or extend the design of web application taking into considerations WCAG 2.1.
2. Accessibility guidelines in order to correct current accessibility deficiencies and to deliver new business functionality.
3. Develop and/or extend web application meet or exceed WCAG 2.1 AAA web standards.
4. Unit test web applications to ensure that applications are compliant with WCAG 2.1 accessibility guidelines.
5. Work with HC resources and transfer knowledge of designs, web application code.

C) A8 System Analyst

The system analysis will work directly with the project architects and the HC business team to ensure effective communications between the different groups. Tasks include, but are not limited to, the following:

1. Develop requirements, feasibility, cost, design, and specification documents for systems
2. Implement systems to support projects, departments, organizations or businesses
3. Translate business requirements into systems design and specifications
4. Analyse and recommend alternatives and options for solutions
5. Develop technical specifications for systems development, design and implementation
6. Lead and participate in Joint Application Development (JAD) sessions with various stakeholders
7. Identify business needs and translate them into system requirements, functional requirements, user stories

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8. Ensure deliverables align with the Policy on Service and Digital (<https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32603>), and all its supporting instruments, (Directive, Guidelines, Policy, and Standards).

D) A11 Tester

The tester will be responsible to support coordinator of testing and then to perform functional tests on the designed solution. These testers may also be required to work directly with Government of Canada client testers. Tasks include, but are not limited to, the following:

1. Test planning and coordination
2. Supervision of testing in accordance with the plan
3. Management and monitoring of test plans for all levels of testing
4. Management of walkthroughs and reviews related to testing and implementation readiness
5. Status reporting
6. Development of test scenarios and test scripts
7. Develop testing toolkits and documentation for the applications
8. Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment
9. Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures
10. Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
11. Establishing a validation and verification capability which assumes functional and performance compliance
12. Lead and participate in Joint Application Development (JAD) sessions with various stakeholders
13. Identify system needs and functional requirements, and translate into unit and component test planning documentation, automated and manual test cases and procedures, report on test outcomes
14. Ensure deliverables align with the Policy on Service and Digital, and all its supporting instruments, (Directive, Guidelines, Policy, and Standards).

E) A12 Web Architect

The Web Architect will be responsible of ensuring all Web facing solutions have been designed to meet to meet the Government of Canada Directives, Policies and Standards required for Government of Canada websites. Tasks include, but are not limited to, the following:

1. Define architecture to be used in web-based or mobile projects
2. Perform architectural modeling to ensure consistency of the design with existing work
3. Consult on the development language to be used for the project
4. Identify business needs and translate them into system requirements, functional requirements, user stories by following IM/IT Agile development methodologies
5. Assess the impact of the new requirements on existing web applications
6. Develop code based upon design and requirements documents
7. Write code to write to and read from the database
8. Unit test the code prior to releasing it for integration testing

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9. Monitor the need for architectural changes as the project progresses
 10. Develop test plans for testing the system
 11. Ensure functionalities have been implemented according to specifications
 12. Define assumptions and constraints of architecture with regard to physical structure and data collection
 13. Develop post-implementation plan for monitoring/tracking architecture stability
 14. Ensure deliverables align with the [Policy on Service and Digital \(https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32603\)](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32603), and all its supporting instruments, (Directive, Guidelines, Policy, Standards)
 15. Ensure deliverables align with the [Standard on Web Accessibility- Canada.ca \(https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=23601\)](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=23601)
 16. Ensure deliverables align with the [Standard on Web Interoperability- Canada.ca \(https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=25875\)](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=25875)
 17. Ensure deliverables align with the [Standard on Web Usability- Canada.ca \(Standard on Web Usability- Canada.ca\)](#)
 18. Ensure deliverables align with the [Standard on Optimizing Websites and Applications for Mobile Devices- Canada.ca \(Standard on Optimizing Websites and Applications for Mobile Devices- Canada.ca\)](#)

F) A14 Programmers and Web Developers

These roles will take direction from the Solution Designers and Architects turning them into reality and a function solution to meet HC requirements as described in the Statement of Work. Tasks include, but are not limited to, the following:

1. Develop technical solutions based on the functional and non-functional application requirements.
2. Develop and integrate the policies and security controls that drive out a particular solution and with all aspects of the end-to-end technology solution.
3. Develop testing toolkits and documentation for the applications.
4. Develop and/or implement the UX and UI of the application and ensure that that the application follows the HC, and Government of Canada web standards.
5. Integrate with various back-ends
6. Integrate applications with 3rd party libraries and APIs
7. Develop toolkits and documentation such as concept of operations, concept of support, to support delivery and operations of technical solutions to the clients
8. Develop and code applications using various CLOUD technologies
9. Develop and code applications using legacy technologies
10. Develop Web applications using legacy and or CLOUD technologies
11. Unit test the code prior to releasing it for integration testing
12. Resolve defects
13. Work with HC resources and transfer knowledge of, designs, application code

G) A15 Web Graphics Designer

The Web Graphic Designer will be responsible for curating the aesthetics of a website or application from logos to fonts and images, respecting HC requirements as described in the Statement of Work. Tasks include, but are not limited to, the following:

1. Create web pages including graphic design
2. Develop and implement usability tests, analyses result and modify design accordingly
3. Develop flowcharts (web site flow maps) depicting navigation and content

4. Develop line drawings or block diagrams illustrating the priority of information, links, navigation and space requirements
5. Develop content diagrams showing the interactive connection between pages
6. Develop interactive prototypes showing basic form and functionality used for both usability testing and presentations

H) A16 Web Mobile Media Content Consultant

The Web Mobile Content Consultant will be responsible in ensuring media-supported communication are communicated via a mobile platform for the exchange of information between and among a small number of identified and connected, all while respecting HC requirements.

Tasks include but are not limited to the following:

1. Build UX and UI designs for mobile and web applications in compliance with accessibility and mobile platform standards with developer level instructions / guidance
2. Build multi-media presentations
3. Construct UX/UI product outlines and briefings
4. Develop and integrate with CBSA UX/UI standards and using HC tooling
5. Follow HC and or Government of Canada UX processes

4.1.2 Stream 3: Information Management/Information Technology Services

A) I1 Data Conversion Specialist

The Data Conversion Specialist will be responsible for overseeing the development of new databases, monitoring database performance and interpreting raw data and turning it into usable feedback and applications as per HC requirements. Tasks include, but are not limited to, the following:

1. Oversee all facilities of the conversion process.
2. Complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data.
3. Analyze and coordinate data file conversions
4. Work with importing files from heterogeneous platforms
5. Integrate and extract, transform and locate (ETL) data from back-ends systems
6. Develop and test ETL processes
7. Resolve defects
8. Work with HC resources and transfer knowledge of data conversion, ETL code

B) I4 Database Modeller

The Data Architect has both strategic and tactical responsibility for developing and maintaining the Architecture and Data Models for corporate and project specific initiatives. This responsibility includes the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets. Tasks include, but are not limited to, the following:

1. Design, develop and maintain Logical Data Models
2. Analyze proposed changes to databases from the context of the Logical Data Model.
3. Provide technical expertise in the use and optimization of data modeling techniques to team members

4. Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members
5. Provide assistance to project team and business users relating to data issues and data analysis concepts
6. Participate in the development of data modeling and metadata policies and procedures
7. Participate in data analysis as a result of new/updated requirements
8. Apply approved changes to logical data models
9. Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities
10. Analyze and evaluate alternative data architecture solutions to meet business problems/requirements to be incorporated into the corporate data architecture
11. Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them
12. Improve modeling efficiency through recommendations on how to better utilize current metadata repositories
13. Comply with corporate repository metadata directions
14. Provide input to refinement of data architectures
15. Participate in data architecture refinement
16. Define access strategies

C) I5 Information Management Architect

The information Management Architect will be responsible to organize information and design strategies using data from usability testing on how users interact with communications systems as described in the Statement of Work. Tasks include, but are not limited to, the following:

1. Analyse existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements.
2. Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary.
3. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
4. Prototype potential solutions, provide trade-off information and suggest recommended courses of action.
5. Perform information modelling in support of BPR implementation.
6. Perform cost/benefit analysis of implementing new processes and solutions.
7. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies.
8. Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.

D) I10 Technology Architects

The Technology Architects will work with the Business Transformation Architect and the contractor Project team to ensure the technologies used and selected align and integrate with the Government of Canada standards as they apply to HC. Tasks include, but are not limited to, the following:

1. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements by following IT/IM Agile development methodologies.

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2. Identify the policies and requirements that drive out a particular solution.
 3. Analyze and evaluate alternative technology solutions to meet business problems.
 4. Ensures the integration of all aspects of technology solutions.
 5. Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
 6. Provide information, direction and support for emerging technologies.
 7. Perform impact analysis of technology changes.
 8. Provide support to applications and/or technical support teams in the proper application of existing infrastructure.
 9. Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.
 10. Design and development using various CLOUD server less technologies i.e. AWS, AZURE, IBM etc.
 11. Ingest information from external partners and transform to internal standards, using cloud-native technology solutions.
 12. Provide query services to various data sources, data bases, services, document stores, file systems, using cloud-native technology solutions.
 13. Work with HC resources and transfer knowledge of architectures, designs, application code.
 14. Design and implement digital health solution or standards impacting organizations greater than 500 000 users.

I10 Technology Architects (Mobile)

The Technology Architect will work with the Business Transformation Architect and the Technology Architect to ensure the technologies used and selected align and integrate with the Government of Canada standards as they apply to HC. Tasks include. but are not limited to. the following:

1. Develop and prepare architectural designs and specifications for web-based and mobile-based service delivery over the internet.
2. Provide technical designs, resolutions and plans in response to cyber security vulnerability assessment evidence
3. Lead the development and/or recommend solutions for the incorporation of accessibility modifications to adhere to Government of Canada WCAG standards for mobile applications
4. Assess and design interfaces from the online portals with mobile applications
5. Perform architectural modeling to ensure consistency of the design with existing work
6. Recommend the development language to be used for the application
7. Assess the impact of the new requirements on existing applications
8. Develop code based upon design and requirements documents
9. Unit test the code prior to releasing it for integration testing
10. Monitor the need for architectural changes as the project progresses
11. Ensure functionalities have been implemented according to specifications and they meet architectural definitions
12. Define assumptions and constraints of architecture with regard to physical structure and data collection
13. Identify business needs and translate them into system, functional and non-functional Requirements
14. Develop and document functional, business, technical and software architectures for the mobile application and back-end
15. Develop post-implementation plan for monitoring/tracking architecture stability

16. Work with HC resources and transfer knowledge of architectures, designs, mobile application code
17. Follow HC Solution Development Life Cycle (SDLC) processes

4.1.3 Stream 4: Business Services

A) B1 Business Analysts

The Business analysis will work with the contractor team and the HC team to ensure all business requirements are well documented. Tasks include, but are not limited to, the following:

1. Develop and document statements of requirements for considered alternatives
2. Perform business analyses of functional requirements to identify information, procedures, and decision flows
3. Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems
4. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems
5. Provide guidance on the creation of a Roadmap framework and documentation to define project's vision, strategy, objectives and milestones
6. Establish acceptance test criteria with client
7. Assist with the development and the evaluation of potential testing tools
8. Support and use the selected departmental methodologies
9. Support business analyses of functional requirements to prioritize the allocation of requirements to releases aligned with the project

B) B7 Business Transformation Architect

The business transformation Architect will provide advice, guidance and recommendations based on discussions with the team and input from the contractor team members. The resource category will also work closely with the Technology Architect ensuring technologies selected will operate within the Government of Canada architecture framework. Tasks include, but are not limited to, the following:

1. Analysis and development of business success "critical success factors"
2. Analysis and development of architecture requirements design, process development, process mapping and training
3. Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities
4. Participate in change impact analysis and change management activities
5. Participate in organizational realignment (job re-design organizational re-structuring)
6. Coordinate development of training and coordination with other stakeholders
7. Create presentations and present to various stakeholders, and facilitate meetings and discussions
8. Provide recommendation and advisory services related to automating, innovating and/or modernizing solution or standards in the field of health.
9. Design and implement digital health solution or standards impacting organizations greater than 500 000 people.

4.1.4 Stream 5: Project Management Services

A) P2 Enterprise Architect

The Enterprise Architect will be responsible for the upkeep and maintenance of IT networks and services, for overseeing, improving and upgrading enterprise services, software and hardware as described in the Statement of Work. Tasks include, but are not limited to, the following :

1. Evaluate the enterprise's business/Information and Communications Technology (ICT) architecture, determine its consistency and integration with the organization's business/ICT strategies, assess the degree of its alignment with Treasury Board CIO Business Transformation Enablement Program (BTEP) and Federated Architecture Program (FAP) and recommend changes to the business/ICT architecture to improve its alignment with these external factors
2. Identify future business/ICT requirements against the current enterprise architecture, perform gaps analyses, develop Requirements for Technology Architectures (RTA), and prepare migration strategies
3. Assess the feasibility of migrating from the current state to the target business architecture and enabling technologies and identify the risks associated with migrating to the target business architecture and technologies and make recommendations for risk mitigation
4. Identify business and technology trends that create opportunities for business improvement, advise business and ICT Senior Executives on ICT trends and emerging technologies and the impact on the organization's and government ICT architectures and business strategies, model "What if" scenarios and recommend appropriate changes to the existing architecture and ICT infrastructure, and recommend alternative solutions, methodologies and strategies
5. Produce an architectural evolution plan, recommend prioritization of architecture evolution initiatives, and develop and/or implement an architecture evolution plan
6. Manage the development and implementation of an architectural improvement plan
7. Provide recommendation and advisory services related to automating, innovating and/or modernizing solution or standards in the field of health.

B) P7 Project Coordinator

The Project Coordinator will work directly with the Project Manager (PM) ensuring the PM as all information to run the successful project. The coordinator will need to communicate with all members of the project team to obtain the information required for the PM to complete the functions of that role. Tasks include, but are not limited to, the following:

1. Assist project management and data processing professionals, technical users and end users in project coordination and synchronization tasks
2. Provide administrative and technical support of a clerical nature as required to a project team
3. Assist in performing such tasks as maintaining project documentation and application/system libraries and tracking the life cycle of custom application
4. Act as the first or single point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems
5. Track project change requests
6. Manage, track, maintain and update relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence
7. Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work

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8. Communicate with project management and data processing professionals, technical users and end users on administrative matters related to the project.
 9. Work with project management software (e.g. Microsoft Project) for the purpose of managing, maintaining and reporting against project milestones.

C) P9 Project Managers

The Project Manager will be responsible for managing all the activities of the contractors' project team. Tasks include, but are not limited to, the following:

1. Manage Project delivery following PMBoK Best Practices. Manage and report on all deliverables, time, scope, risks to senior management
2. Manage the project during the development, implementation and operations start up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters
3. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems
4. Define and document the objectives for the project; determine budgetary requirements, timelines, the composition, roles and responsibilities and terms of reference for the project team.
5. Report progress of the project on an ongoing basis and at scheduled points in the life cycle
6. Meets with stakeholders and other project managers and states problems in a form capable of being solved
7. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools
8. Construct, monitor and report on work plans and schedules
9. Develop project management documents such as the project charter, project plan, risk management plan, project schedule, change management plan and bi-weekly status reports on progress
10. Work with project management software (e.g. Microsoft Project) for the purpose of managing, maintaining and reporting against project milestones.

D) P10 Project Scheduler

The Project Scheduler will be responsible to develop and manage schedules for projects and assist project managers with schedule planning, coordinate tasks, and monitor the timelines of scheduled assignments. Tasks include, but are not limited to, the following:

1. Develop and support project schedules
2. Develop and maintain Work Breakdown Structures
3. Produce appropriate reports and identify scheduling and/or dependency issues and support issue resolution for medium to large projects
4. Conduct and provide critical path analysis
5. Assist in schedule co-ordination efforts with internal and external project stakeholders
6. Work with project management software (e.g. Microsoft Project) for the purpose of documenting project schedules and resolving issues related to the project(s) scheduling
7. Work with Cloud DevOps for the purpose of managing, scheduling, and reporting on Agile projects.

E) P11 Quality Assurance Specialist/Analyst

The Quality Assurance Specialist/Analyst will be responsible for monitoring, inspecting and proposing measures to correct or improve final products in order to meet HC requirements as described in the Statement of Work. Tasks include, but are not limited to, the following:

1. Lead development of test plans, test scripts and test data
2. Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results
3. Identify and document software defects
4. Participate with other project resources to resolve defects
5. Perform regression testing of software applications

F) P12 Risk Management Specialist

The Risk Management Specialist will be responsible to identify potential risks that might negatively affect the business. Tasks include, but are not limited to, the following:

1. Conduct risk assessments
2. Identify project risks and overall project risks
3. Recommend alternative solutions, methodologies and strategies for risk mitigation and management
4. Produce risk management plans
5. Conduct risk assessments for troubled projects to quickly assess associated risks and recommend courses of action to minimize inherent risks
6. Assist in prioritization and assignment of risks
7. Assist in the development and/or implementation of Risk Management Plans
8. Manage the implementation of Risk Management Plans to identify, analyze, plan, track and control project risks on a continuous basis throughout the project life cycle
9. Coach, mentor and train project teams in risk mitigation techniques

4.1.5 Stream 6: Cyber Protection Services

A) C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst

The Security Assessor will work with the Business team to identify and gather materials required for the Security Authorization and Accreditation Process to ensure the solution(s) provided meet acceptable levels of security safeguards to operate as per the security requirements defined by HC and as described in the Statement of Work. Tasks include, but are not limited to, the following:

1. Conduct security and privacy assessment with a final report and evidence.
2. Develop the policies and security controls that drive out a particular solution and with all aspects of the end-to-end technology solution.
3. Develop toolkits and documentation such as concept of operations, concept of support, to support delivery and operations of technical solutions to the clients.

B) C5 Public Key Infrastructure Specialist

The Public Key Infrastructure Specialist will be responsible to assess, configure, and maintain technological infrastructure systems to ensure they meet HC requirements. They evaluate

existing systems and determine ways to better align those systems to support business operations for increased efficiency. Tasks include, but are not limited to, the following:

1. Develop PKI related policies, standards, guidelines and procedures.
2. Review existing PKI policies, standards, guidelines and procedures and provide advice as to their appropriateness and effectiveness
3. Review and analyze the application of PKI architecture, Digital signatures/certificates, PKI products, Internet security protocols, directory standards, certificate protocols, and Certification Authority (CA)
4. Interoperability and governance studies
5. Conduct compliance audits of PKI related concerns, including operations, application systems and infrastructure
6. Conduct PKI related security threat and risk assessments of IT facilities, application systems and communications
7. Conduct PKI related reviews of backup and recovery plans
8. Investigate PKI related incidents and report cause and related weaknesses and recommend remedies
9. Develop PKI Certificate Policy, Practice Statement development, and Policy compliance inspections and audits
10. Design the PKI related framework and implement the PKI infrastructure required to protect assets and to support application systems including Private and Public Key Cryptography
11. Provide advice on PKI and including Private and Public Key Cryptography aspects of application systems under development
12. Complete tasks directly supporting the departmental IT Security, Trust Frameworks and Cyber Protection Program
13. Develop and deliver PKI awareness and training programs

C) C7 Information Technology Security Design Specialist

The Security Design Specialist will be responsible to develop and administer security standards and specifications to ensure compliance with current institutional security systems and HC requirements as described in the Statement of Work. They design, develop, and oversee implementation of solutions for system installation, including review of contractor submittals, periodic field observations, and system acceptance testing. Tasks include, but are not limited to, the following:

1. Review, analyze, and/or apply: Architectural methods, frameworks, and models such as TOGAF, Canadian government Business Transformation Enablement Program (BTEP) and GSRM, Zachman, UMM.
2. Review, analyze, and/or apply a broad range of security technologies including multiple types of systems and applications architectures, and multiple hardware and software platforms, including:
 - o Directory Standards such as X.400, X.500, and SMTP
 - o Operating Systems such as MS, Unix, Linux, and Novell
 - o Networking Protocols (for example, HTTP, FTP, Telnet)
 - o Network routers, multiplexers and switches
 - o Domain Name Services (DNS) and Network Time Protocols (NTP)
3. Review, analyze, and/or apply Secure IT architectures, standards, communications, and security protocols such as IPSec, SSL, SSH, S-MIME, HTTPS

4. Review, analyze, and/or apply IT Security protocols at all layers of the Open Systems Interconnection (OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) stacks
5. Review, analyze, and/or apply the significance and implications of market and technology trends in order to apply them within architecture roadmaps and solution designs. (e.g. web services security, incident management, identity management)
6. Review, analyze, and/or apply Best practices and standards related to the concept of network zoning and defence in-depth principles
7. Review, analyze, and/or apply IT Security protocols at all layers of the Open Systems Interconnection (OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) stacks
8. Analyze IT Security statistics, tools and techniques
9. Analyze security data and provide advisories and reports
10. Prepare technical reports such as requirement analysis, options analysis, technical architecture documents, mathematical risk modeling
11. Brief senior managers
12. Security architecture design and engineering support
13. Conduct data security designation/classification studies
14. Prepare tailored IT Security alerts and advisories from open and closed sources
Complete tasks directly supporting the departmental IT Security and Cyber Protection Program
15. Develop and deliver training material relevant to the resource category

4.2. Deliverables

The Contractors must provide the Project Authority with all deliverables electronically in Microsoft Word/PowerPoint format respectively; the Contractors must submit one (1) electronic copy of a report to the Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones on a weekly basis.

4.3. Meetings

Daily, weekly, monthly and/or adhoc Meetings will be held via Microsoft Teams.

4.4. Reporting Requirements

In addition to the timely submission of the deliverables, as outlined in the TA, and the fulfilment of all obligations under this Contract, it is the responsibility of the Contractors to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable effort to inform the Project Authority of plans, decisions, proposed approaches, implementation, and results of Work, to ensure that the Work is progressing well and in accordance with expectations. Communication may include virtual and phone calls, electronic mail, faxes, mailings, and meetings. The contractor may be required to report on deliverables and project status on a monthly and/or weekly basis, indicating which resource worked on what task/activities as well as include the cost associated with the task/activities.

The Contractors are to immediately notify the Project Authority of any issues, problems or areas of concern, relating to any Work completed under this Contract, as they arise.

4.5. Project Management Control Procedures

The Project Manager would be following PMBoK best practices to coordinate and manage all project activities. Prepare Governance Meetings, record decisions, manage risks, time, scope and costs. The Project Manager will report to the Director in HC's Digital Transformation Branch.

5. ADDITIONAL INFORMATION

5.1. Contractor's Obligations

1. Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.
2. If the contractor requires access to HC's infrastructure and Network, HC will provide labeled equipment to the contractor, which will remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment.

5.2. Location of Work, Work site and Delivery Point

The work is expected to be performed and completed at the contractor's determined work location, whether that is the geographic location of the person's workplace for those who have a usual place of work or who work at home. The determination of working either on-site or off-site will be determined in the TA stage.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

5.3. Language of Work

The Work must be completed in English.

5.4. Travel and Living

There is no travel associated with this Contract.

6. PROJECT SCHEDULE

6.1. Schedule

The vendor will have to create a draft project plan with timelines for HC sign-off within 2 months of contract award.

The deliverables will be based on identifying critical paths and associated work packages. This will be proposed as & when required, through a TA, where HC will request work to be performed. The vendor will utilize their expertise (as required in the Mandatory Corporate criteria) and present a plan with timelines & price, which will then either be accepted by Canada or elements are negotiated/ clarified.

7. APPLICABLE DOCUMENTS AND GLOSSARY

7.1 Relevant Terms, Acronyms and Glossaries

1. AI – Artificial Intelligence
2. API – Application Program Interface

3. AWS – Amazon Web Services
4. BTEP – Business Transformation Enablement Program
5. FHIR – Fast Health Interoperability Resources
6. FTP – File Transfer Protocol
7. GSRM – Government of Canada Service Oriented Architecture
8. GUI – Graphical User Interface
9. HL7 – Health Level 7, the specification for Health Care Interoperability
10. HTTP/HTTPS – Hypertext Transfer Protocol and HTTP Secure
11. IPsec – Internet Protocol Secure
12. **Issuer in a Box (IIAB):** is a stateless RESTful service that generates a Proof of Vaccine Credential (PVC) as a PDF document consistent with HC's Pan-Canadian Common Look and Feel (CLF) specifications. IIAB accepts a JSON data structure that contains information about an individual's vaccination events. Upon accepting the JSON data structure, the data gets validated against the rules and guidelines set in the CLF, which is based on the SMART Health Cards technical specifications. Once the data is validated, IIAB generates a data string that gets signed with a private key provided by the issuer, and the digitally signed information is embedded into a QR code, which is ultimately embedded into the PDF that IIAB generates. IIAB is written in Typescript and runs on Node.js.
13. IT – Information Technology
14. JSON – JavaScript Object Notation
15. **Mini-KMS:** is a service that generates public-private key pairs using the ES-256 algorithm, consistent with SMART Health Cards specification requirements. A private key generated by Mini-KMS can be provided to IIAB or other PVC issuance service to sign the data that is embedded in the QR code in a PVC. When a verifier goes to validate a digitally signed PVC, it will utilize a public key that is generated by Mini-KMS together with the private key and which is published by the issuer in a well-known URL. Mini-KMS is meant to be a simple stopgap solution to help issuers who do not have a production-grade key management capability get started producing and issuing PVCs. Mini-KMS is written in Typescript and runs on Node.js.
16. PMBoK – Project Management Book of Knowledge
17. **Revocation Toolkit (RTK):** is a service component and command line utility that provides two functions to support PTs that need to revoke PVCs. These two functions support the updating of card revocation lists and the regeneration of revocation IDs so that the issuing PT does not need to store revocation IDs for all PVCs issued. The regeneration function is only applicable in case the issuing PT uses the HMAC method of revocation ID generation. RTK is compatible with IIAB but can also be used by PTs that do not use IIAB.
18. SMTP – Simple Mail Transfer Protocol
19. SSH – Secure Shell Protocol
20. SSL – Secure Socket Layer
21. TOGAF – The Open Group Architecture Framework
22. UMM – Unified Modelling Methodology

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

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

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

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

APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA) FORM			
Contractor:		Contract Number:	
Commitment Number (PR#):		Financial Coding:	
Task Number:		Amendment Number:	
Issue Date:		Response required by:	
1. STATEMENT OF WORK (WORK ACTIVITIES, CERTIFICATIONS AND DELIVERABLES)			
<p>Description of the Project / Work Required:</p> <p>BACKGROUND</p> <p>TASKS</p> <p>DELIVERABLES</p> <p>RESOURCE ESSENTIAL TECHNOLOGY REQUIREMENT(S)</p> <p>() (To be identified in TA)</p> <p>() (To be identified in TA)</p> <p>() (To be identified in TA)</p> <p>() (To be identified in TA)</p> <p>() (To be identified in TA)</p>			
2. PERIOD OF SERVICES	FROM (DATE):	TO (DATE):	
3. Work Location:			
4. Invoice sent to:	Health Canada Invoicing: Send copy to Contracting Authority.		
5. Travel Requirements:			
6. Language Requirements:	English		
7. Other Conditions / Constraints:			
8. Level of Security Clearance Required for the Contractor Personnel:			

9. Contractor's Response:				
Category and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total cost
Resource category Resource Name	(insert)			\$
		\$		
	Estimated Cost (A):			\$
	Applicable Taxes (B):			\$
	Total Labour Cost (C= A + B):			\$
	Total Travel & Living Cost (D):			\$
	Maximum TA Price (E = C + D):			\$
Please note that consultants must not exceed the maximum number of days allocated in the TA.				
10. Contractor's Signature				
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor (type or print)		Signature: _____ Date: _____		
11. Approval – Signing Authority				
Signatures (Client)				
Name, Title and Signature of Technical Authority to Sign on Behalf of Health Canada (type or print)		Signature: _____ Date: _____		
Name, Title and Signature of Health Canada Procurement Representative to Sign on Behalf of Health Canada (type or print)		Signature: _____ Date: _____		
Signatures (PWGSC)				
Name, Title and Signature of *Contracting Authority to Sign on Behalf of Public Works and Government Services Canada (type or print)		Signature: _____ Date: _____		
You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out there of.				

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

WORKSTREAM 1 – A1 Application/Software Architect – Level 3

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

Name of Proposed Resource: _____		
	Mandatory Criteria	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution. A copy of each degree or diploma must be provided.	
M2	The Bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA). Level 3: Resource: Ten years within the past fifteen years.	
M3	The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 A of the Statement of Work.	
M4	The Bidder must demonstrate the proposed resource has experience designing and	

	documenting technical architecture specifications for Application Programming Interfaces (APIs), or integration between new and existing systems, which are related to digital health.	
M5	The Bidder must demonstrate the proposed Resource has experience writing or maintaining technical specification documentation, such as Architecture & Design Specifications (ADS), for software being integrated into new or evolving systems, ensuring integration and alignment with government direction for technology, related to digital health.	
M6	The Bidder must demonstrate the proposed resource has experience analyzing functional requirements to identify information, procedure and decision flows, related to digital health.	
M7	<p>The Bidder must demonstrate the proposed resource has experience using the following documentation and modeling tools:</p> <ol style="list-style-type: none">1. WIKI: Atlassian Confluence or equivalent2. Content Management: GCDoc (OpenText) or equivalent3. Project Management: Atlassian JIRA or DevOps4. Modeling: Microsoft Visio, Draw.IO, Balsamiq or equivalent <p>One (1) specific example of a project in which the Resource used the tool must be provided.</p>	
M8	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 1 – A6 Programmer/Software Developer(Mobile) – Level 3

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

Name of Proposed Resource: _____		
	Mandatory Criteria	Bidder's Response Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	The Bidder must demonstrate that the proposed resource has a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution. A copy of each degree or diploma must be provided.	
M2	The Bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA). Level 3: Resource: Ten years within the past fifteen years.	
M3	The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 B of the Statement of Work.	

WORKSTREAM 1 – A8 System Analyst – Level 3

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

Name of Proposed Resource: _____		
	Mandatory Criteria	Bidder's Response Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	The Bidder must demonstrate that the proposed resource has a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution. A copy of each degree or diploma must be provided.	
M2	The Bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA). Level 3: Resource: Ten years within the past fifteen years.	
M3	The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 C of the Statement of Work.	

WORKSTREAM 1 – A11 Tester – Level 2

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 2: Resource: minimum of 5 years within the past ten years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 D of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed resource has experience using at least 2 of the following testing tools:</p> <ol style="list-style-type: none"> 1. Micro Focus Unified Functional Testing (UFT) 2. SOAPUI 	

	<ul style="list-style-type: none">3. JMeter4. MQMON5. SonarQube6. Postman <p>One (1) specific example of a project in which the Resource used the tool must be provided.</p>	
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WORKSTREAM 1 – A12 Web Architect – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 E of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed Resource has experience designing and coding Graphical User</p>	

	Interfaces (GUI) using VueJS, Angular, React or JavaServerFaces / Primefaces.	
M5	The Bidder must demonstrate the proposed Resource has experience creating and implementing GUI design through storyboards or wireframes.	
M6	The Bidder must demonstrate the proposed Resource has experience completing initiatives that adhere to usability/Accessibility Standards for a large organization (e.g. Government of Canada)	
M7	The Bidder must demonstrate the proposed Resource has experience delivering system requirements following IM/IT Agile development methodologies, such as Scrum, Kanban, Extreme Programming (XP), Lean Development or Crystal.	
M8	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 1 – A14 Programmers and Web Developers – Level 2

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 2: Resource: minimum of 5 years within the past ten years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 F of the Statement of Work.</p>	

WORKSTREAM 1 – A15 Web Graphics Designer – Level 2

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a graphic design College/CEGEP Diploma from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 2: Resource: minimum of 5 years within the past ten years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 G of the Statement of Work.</p>	

WORKSTREAM 1 – A16 Web Mobile Media Content Consultant – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a diploma in Communications, Marketing or similar discipline from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.1 H of the Statement of Work.</p>	

WORKSTREAM 3 – I1 Data Conversion Specialist – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, statistics or mathematics from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.2 A of the Statement of Work.</p>	

WORKSTREAM 3 – I4 Database Modeller – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, statistics or mathematics from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.2 B of the Statement of Work.</p>	

WORKSTREAM 3 – I5 Information Management Architect – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or statistics or mathematics from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.2 C of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 3 - Technology Architect – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.2 D of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed Resource has experience documenting and designing architectural specifications for Cloud-hosted applications.</p>	

M5	The Bidder must demonstrate the proposed Resource has experience designing and documenting architectural specifications for Application Programming Interfaces (APIs) or integration between new and existing systems located on multiple platforms, one being Cloud, (using AWS and Azure).	
M6	The Bidder must demonstrate the proposed Resource has experience delivering system requirements following IT/IM Agile development methodologies such as Scrum, Kanban, Extreme Programming (XP), Lean Development or Crystal.	
M7	<p>The Bidder must demonstrate the proposed resource has experience designing, building and supporting Cloud-hosted applications, using at least 3 of the following technologies.</p> <ul style="list-style-type: none">• API Gateway• Cloudformation• Cloudwatch• Code Commit• Code Pipeline• DevOps• DynamoDB• ElasticSearch• JSON• Lambda Functions• SQS• Step Functions	
M8	The Bidder must demonstrate the proposed ressource has designed and implemented digital health solution or standards impacting organizations greater than 500 000 people.	
M9	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 3 - I10 Technology Architects (Mobile) – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.2 E of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 4 - B1 Business Analysts – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to Business, Engineering, Information Technology from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.3 A of the Statement of Work.</p>	

WORKSTREAM 4 – B7 Business Transformation Architect – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	The proposed resource must have a University Degree or College/CEGEP Diploma related to Business, Engineering, Information Technology from a recognized post-secondary institution. A copy of each degree or diploma must be provided.	
M2	The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA). Level 3: Resource: Ten years within the past fifteen years.	
M3	The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.3 B of the Statement of Work.	
M4	The Bidder must demonstrate the proposed Resource has experience providing recommendations and advisory services on standards and/or technical solutions in the field of health.	
M5	The Bidder must demonstrate the proposed resource has designed and implemented digital health solution or standards impacting organizations greater than 500 000 people.	
M6	The Bidder must demonstrate the proposed resource has a valid secret security clearance. A copy of the valid secret security clearance must be provided.	

WORKSTREAM 5 - P2 Enterprise Architect – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.4 A of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed Resource has experience providing recommendations and advisory services on standards and technical solutions in the field of health.</p>	
M5	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 5 – P7 Project Coordinator – Level 2

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	The Bidder must demonstrate the proposed resource has a valid Project Management Professional (PMP) certification from the Project Management Institute (PMI). To demonstrate, the Bidder must include a copy of the certification with its proposal.	
M2	The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA). Level 2: Resource: minimum of 5 years within the past ten years.	
M3	The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.4 B of the Statement of Work.	
M4	The Bidder must demonstrate the proposed Resource has experience, in managing, maintaining and tracking the life cycle of custom application development projects.	
M5	The Bidder must demonstrate the proposed Resource has experience working with project management software (e.g. Microsoft Project) for the purpose of managing, maintaining and reporting against project milestones.	

WORKSTREAM 5 – P9 Project Manager – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The Bidder must demonstrate the proposed resource has a valid Project Management Professional (PMP) certification from the Project Management Institute (PMI).</p> <p>To demonstrate, the Bidder must include a copy of the certification with its proposal.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.4 C of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed resource has experience managing project risk, issues and changes by providing an example of an encountered problem and what they did to resolve it.</p>	
M5	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 5 – P10 Project Scheduler – Level 2

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	The Bidder must demonstrate the proposed resource has a valid project Scheduling Professional Certification such as PMI Scheduling Professional (PMI-SP). To demonstrate, the Contractor must include copies of certifications.	
M2	The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA). Level 2: Resource: minimum of 5 years within the past ten years.	
M3	The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.4 D of the Statement of Work.	
M4	The Bidder must demonstrate the proposed Resource has experience developing project schedules and resolving issues related to the project(s) scheduling for medium to large projects.	
M5	The Bidder must demonstrate the proposed Resource has experience documenting project schedules and resolving issues related to the project(s) scheduling, using project management software (e.g. Microsoft Project).	
M6	The Bidder must demonstrate the proposed Resource has experience working with Cloud DevOps for the purpose of managing, scheduling and reporting on Agile projects.	

WORKSTREAM 5 – P11 Quality Assurance Specialist/Analyst – Level 2

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 2: Resource: minimum of 5 years within the past ten years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.4 E of the Statement of Work.</p>	

WORKSTREAM 5 – P12 Risk Management Specialist – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or Business Administration from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.4 F of the Statement of Work.</p>	

WORKSTREAM 6 – C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst– Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.5 A of the Statement of Work.</p>	
M4	<p>The Bidder must demonstrate the proposed resource has a valid secret security clearance.</p> <p>A copy of the valid secret security clearance must be provided.</p>	

WORKSTREAM 6 – C5 Public Key Infrastructure Specialist – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.5 B of the Statement of Work.</p>	

WORKSTREAM 6 – C7 Information Technology Security Design Specialist – Level 3

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

Name of Proposed Resource: _____		
ID	Mandatory Requirement	Bidder's Response
		Statement of Compliance and Cross Reference to Written Proposal / Résumé
M1	<p>The proposed resource must have a University Degree or College/CEGEP Diploma related to computer science, information technology, or engineering from a recognized post-secondary institution.</p> <p>A copy of each degree or diploma must be provided.</p>	
M2	<p>The bidder must demonstrate, using one or more projects, that the proposed resource has the minimum number of years of experience specified below for the resource category identified in the Task Authorization (TA).</p> <p>Level 3: Resource: Ten years within the past fifteen years.</p>	
M3	<p>The Bidder must demonstrate that the proposed resource has experience working on the same or similar tasks as listed in section 4.1.5 C of the Statement of Work.</p>	

APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

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

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

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

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

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

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE

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

Print name of authorized individual & sign above

Date

ANNEX B**BASIS OF PAYMENT**

In accordance with the provisions of the contract, the contractor will be paid according to the per diem rates firm all-inclusive for work performed under this contract (applicable taxes extra).

INITIAL CONTRACT PERIOD:

Resource Category	Level of Expertise	Firm Per Diem Rate
		Initial Contract Period
A6 Programmer/Software Developer(Mobile)	3	
A11 Tester	2	
A14 Programmers Web Developer	2	
A16 Mobile Multi-media Content Consultant	3	
I10 Technology Architect	3	
B7 Business Transformation Architect	3	
P7 Project Coordinator	2	

OPTION PERIODS:

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 1	Year 2	Year 3
A1 Application/Software Architect	3			
A8 System Analyst	3			
A15 Web Graphics Designer	2			
B1 Business Analyst	3			
I5 Information Management Architect	3			
I4 Database Modeller	3			
I10 Technology Architect (Mobile)	3			
P2 Enterprise Architect	3			

P9 Project Manager	3			
P11 Quality Assurance Specialist/Analyst	2			
C5 Public Key Infrastructure Specialist	3			
C7 Information Technology Security Design Specialist	3			

OPTIONAL RESOURCES:

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 1	Year 2	Year 3
A12 Web Architect	3			
I1 Data Conversion Specialist	3			
P10 Project Scheduler	2			
P12 Risk Management Specialist	3			
C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst	3			

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#19



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat PSPC#HT218-22-4061 / HC#1000242401 / 20224061
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 Health Canada		2. Branch or Directorate / Direction générale ou Direction Digital Transformation Branch	
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 <ul style="list-style-type: none"> Facilitate the flow of information on proof of vaccine credential Support transformation of digital health programs and services leveraging best practices and existing models to optimize Canadian digital health landscape 			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>		

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED



Government of Canada
Gouvernement du Canada

COMMON-PS-SRCL#19

Contract Number / Numéro du contrat PSPC#HT218-22-4061 / HC#1000242401
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non ☐ Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

COMMON-PS-SRCL#19



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
PSPC#HT218-22-4061 / HC#1000242401
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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

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

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada

ATTACHMENT 3.1 BID SUBMISSION FORM

BID SUBMISSION FORM		
Bidder's full legal name		
Bidder's Supply Arrangement Number [Note to Bidders: Please ensure you provide your Supply Arrangement number]		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Authorized Representative of the Bidder for contract purposes: The individual that will be designated as the Contractor's Representative if a contract is awarded as a result of this bid solicitation.	Name:	
	Title:	
	Address:	
	Telephone #:	
	Fax #:	
	Email:	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: <i>Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.</i>]		
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?	

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

ATTACHMENT 3.2
ELECTRONIC PAYMENT INSTRUMENTS

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

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

ATTACHMENT 4.1 MANDATORY TECHNICAL CRITERIA

Note to Bidders: A Word version of this document is available by sending a request by email to Vidia.Debidin@tpsgc-pwgsc.gc.ca

MTC#	Mandatory Technical Criteria	Bidder's Response (Reference to Substantiating Materials Included in Bid)
MTC-1	<p>The Bidder must have been awarded at least three (3) contracts in the fields of Information Management and/or Information Technology (IM/IT) in the past ten (10) years as of the initial publication date of this solicitation, where the bidder had to manage and deliver large** and complex*** projects related to digital health****, which were for a large organization* or Government (Canadian or international) Client.</p> <p>A) For each contract identified in the fields of Information Management and/or Information Technology (IM/IT) the bidder must demonstrate the following:</p> <ul style="list-style-type: none"> a. The name of the client organization; b. The project name under which services were provided (if applicable); c. At a minimum, the client's full name and email address. Bidders are also requested to include the title of the client; d. The Contract number or reference number; e. The start and end dates for the Initial Contract Period as well as the dates of any amendments; f. The contract value must be at least \$3,000,000, including amendments and taxes; g. The Bidder must demonstrate they have delivered projects of similar size, scope and complexity (as described in Annex A) with large teams (minimum of 10 resources). This must be demonstrated by explaining the complexity of the project along with showing billable hours of a client – example: a team of 10 resources working fulltime on a project will bill approximately 400 hours per week, 1600 hours per month for 6 or more months. <p>B) For one of the contracts identified:</p>	

	<p>a. The Bidder must have provided at least 5 resources simultaneously for a period of at least 8 consecutive months on the same project within the past ten (10) years as of the initial publication date of this solicitation. This must be demonstrated by showing monthly billable hours of a client;</p> <p>b. The Bidder must demonstrate they have worked on a large** scale and complex*** digital health**** project impacting over 500,000 users with a minimum of 3 internal and/or external system integration endpoints over a period of at least 12 consecutive months within in the past ten (10) years as of the initial publication date of this solicitation, not including amendments;</p> <p>c. The bidder must demonstrate, they have delivered a project with a minimum of 3 work streams solicited in this RFP, where the bidder's team was accountable for providing concrete leadership in planning, advisory, building and delivering digital health**** solutions or standards to a large organization* or Government (Canadian or international) Client.</p> <p>d. The bidder must demonstrate they have implemented and delivered digital health**** solutions or standards in the cloud environment as well as explain how they set up the infrastructure.</p> <p>e. The bidder must:</p> <ol style="list-style-type: none"> (1) demonstrate multiple architects, multiple analysts, multiple project coordinators and multiple developers have worked together on the same project; (2) demonstrate they have completed similar or same tasks and/or deliverables outlined in the SOW for the resource category identified for the Initial Contract Period (as defined in the Statement of Work); and, (3) provide monthly billable hours for each of the resources. <p>The information listed above should be submitted using Form M1 and Table 1.</p> <p>* Large organization is defined by an organization that has a minimum of 500 employees and has a minimum end of year revenue of 10 million dollars.</p> <p>** Large is considered as a project that generally takes 12 to 24 months, involves a major change to one or more services (creates, retires or significantly alters an IT or IM service), Impacts all or large part of a population (minimum of 500 000 individuals), is high risk and complex, involves multiple stakeholders with varying objectives, includes a cross-functional core team and-or requires a full time project manager</p>	
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	<p>*** Complex includes items that refer to a minimum of two (2) of the following characteristics:</p> <ul style="list-style-type: none"> • Having many elements or dimensions; • Having significant public visibility; • Featuring significant involvement by internal or external stakeholders or partners (including international partners); being financially or technically challenging or having potential risks to the organization; <p>**** Digital health examples:</p> <ul style="list-style-type: none"> • Telemedicine; • Artificial intelligence (AI)-enabled medical devices; • Electronic health and medical records; • Virtual health; • Interoperability; • Health Information Exchange; • Automation and modernization of health services; • Streamlining physicians' work; • Digital health credentials <p>To demonstrate this experience the Bidder must submit:</p> <p>Customer references for three individual IM/IT contracts (one reference for each contract) managed within the last ten (10) years.</p> <p>The references must include the name of the organization, the contract number, a short description of the services provided, the name, and either the telephone number or e-mail address of the organization's contact responsible for the contract, as well as the award date, expiry date, dollar value of each contract and the number of resources provided on a monthly basis.</p> <p>This information should be submitted using Form M1 A.</p> <p>Note to Bidder: The reference Contract(s) must have been contracted with the Bidder submitting a bid for this requirement. "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a Contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors</p>	
MTC-2	<p>CONTRACT MANAGER</p> <p>The Bidder must identify in its bid, the full name and position title of the individual that will be designated as the Health Canada Contract Manager responsible for resource and contract management associated with the resulting contract.</p>	

	<p>The Contract Manager must demonstrate they have experience as a Contract Manager by providing a short summary of the tasks they completed on a previous contract related to Digital Health* (minimum 12 month duration) while occupying this role along with their proof of billable hours charged to that project.</p> <p>A copy of the Contract Manager's resume must be provided with the bid.</p> <p>The information listed above should be submitted using Form M2.</p> <p>* Digital health examples:</p> <ul style="list-style-type: none"> • Telemedicine; • Artificial intelligence (AI)-enabled medical devices; • Electronic health and medical records; • Virtual health; • Interoperability; • Health Information Exchange; • Automation and modernization of health services; • Streamlining physicians' work; • Digital health credentials 	
MTC-3	<p>RISK MITIGATION STRATEGY</p> <p>The Bidder must provide in its bid, the Risk Mitigation Strategy it proposes to implement in the resulting Contract. The Strategy must at a minimum include:</p> <ol style="list-style-type: none"> a) The approach the Bidder will take to identify potential risks arising while performing the contract; b) The approach the Bidder will take to deal with difficult and unexpected situations; and c) The approach the Bidder will take to ensure that it is able to manage large* groups of diverse** resources in support of a single client. <p>The information listed above should be submitted using Form M3.</p> <p>* Large is defined as a minimum of 10 resources</p> <p>** Diverse is defined as multi-disciplined and multi-stakeholders</p>	
MTC-4	<p>CONTRACT MANAGEMENT STRATEGY</p> <p>The Bidder must provide in its bid the Contract Management Strategy it proposes to implement in the resulting Contract. The proposed</p>	

	<p>Contract Management Strategy must at a minimum include how the Bidder will address the following:</p> <ul style="list-style-type: none">a) Provide fully qualified resources to Health Canada within five days of receipt of a Task Authorization request;b) Manage the process of transitioning between the existing vendor and the new contract;c) Manage the process of transitioning between contract resources during the term of the contract;d) Manage quality assurance practices in providing resources for tasking; ande) Manage contingency plans or practices to ensure resource availability and resource replacement. <p>The information listed above should be submitted using Form M4.</p>	
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FORM M1**BIDDER'S EXPERIENCE**

In accordance with the requirements of mandatory evaluation criterion MTC-1 A, provide the following information for each Contract identified:

- a) The name of the client organization;
- b) The project name under which services were provided (if applicable);
- c) The client's full name, email address, and title;
- d) The Contract number or reference number;
- e) The start and end dates for the Initial Contract Period as well as dates of any amendments;
- f) The value of the Contract (amendments and applicable taxes included);
- g) The complexity of the project along with showing billable hours of a client – example: a team of 10 resources working fulltime on a project will bill approximately 400 hours per week, 1600 hours per month for 6 or more months.

In accordance with the requirements of mandatory evaluation criterion MTC-1 B provide the following information from one of the identified contracts:

- a) The full name and title of each resource that worked simultaneously for a period of at least 8 consecutive months within the past ten (10) years as of the initial publication date of this solicitation along with the billable hours of a client.
- b) The large scale and complex digital health project impacting over 500,000 users with a minimum of 3 internal and/or external system integration endpoints over a period of at least 12 consecutive months within in the past ten (10) years as of the initial publication date of this solicitation, not including amendments;
- c) The project streams as solicited in this RFP, where the bidder and his team were accountable for providing concrete leadership in planning, advisory, building and delivering digital health solutions or standards to a large organization or Government (Canadian or international) Client.
- d) The implementation and delivery of the digital health solutions or standards in the cloud as well as explain how the infrastructure was set up
- e) The bidder must:
 - (1) demonstrate multiple architects, multiple analysts, multiple project coordinators and multiple developers have worked together on the same project;
 - (2) demonstrate they have completed similar or same tasks and/or deliverables outlined in the SOW for the resource category identified for the Initial Contract Period (as defined in the Statement of Work); and,
 - (3) provide monthly billable hours for each of the resources.

- a. Table 1 may be used to facilitate answering this question

TABLE 1

Table 1 is provided to assist Bidders in structuring the required information for **MTC1-B**. Bidders should replicate Table 1 below as needed to provide the required information.

1. Specify the names of the architects identified in the reference contract as well as specific examples of the tasks and or deliverables they completed by mapping them to the resource categories identified in the SOW for the initial contract period. A Copy of the identified resource CV is required.	
2. Specify the analysts identified in the reference contract as well as the completed tasks and/or deliverables by mapping them to the resource categories identified in the SOW for the initial contract period. A Copy of the identified resource CV is required.	
3. Specify the names of project coordinator identified in the reference contract as well as the completed tasks and/or deliverables by mapping them to the resource categories identified in the SOW for the initial contract period. A Copy of the identified resource CV is required.	
4. Specify the developers identified in the reference contract as well as the completed tasks and/or deliverables by mapping them to the resource categories identified in the SOW for the initial contract period. A Copy of the identified resource CV is required.	
5. Monthly billable hours for each of the identified resources	

FORM M1-A**REFERENCES**

Customer references for three individual IM/IT contracts (one reference for each contract) managed within the last ten (10) years.

The references must include:

- a) the name of the organization
- b) the contract number
- c) a short description of the services provided
- d) the name, and either the telephone number or e-mail address of the organization's contact responsible for the contract
- e) The award date
- f) The expiry date
- g) The dollar value of the contract
- h) The number of resources provided on a monthly basis.

FORM M2**CONTRACT MANAGER**

In accordance with the requirements of mandatory evaluation criterion **MTC-2**, provide the following information for the contract manager:

- a) The full name of the individual that will be designated as the Health Canada contract manager responsible for resource and contract management associated with the resulting contract;
- b) The position title of the individual named above;
- c) A copy of the contract manager's resume must be provided with the bid;
- d) Summary of the tasks completed on a previous contract related to Digital Health* (minimum 12 month duration) while occupying this role; and
- e) The billable hours charged to project used to demonstrate the experience.

* Digital health examples:

- Telemedicine;
- Artificial intelligence (AI)-enabled medical devices;
- Electronic health and medical records;
- Virtual health;
- Interoperability;
- Health Information Exchange;
- Automation and modernization of health services;
- Streamlining physicians' work;
- Digital health credentials

FORM M3**RISK MITIGATION STRATEGY**

In accordance with the requirements of mandatory evaluation criterion **MTC-3** provide, at a minimum, the following information for the Risk Management Strategy:

- a) The approach the Bidder will take to identify potential risks arising while performing the Contract;
- b) The approach the Bidder will take to deal with difficult and unexpected situations; and
- c) The approach the Bidder will take to ensure that it is able to manage large* groups of diverse** resources in support of a single client.

*** Large is defined as a minimum of 10 resources**

**** Diverse is defined as multi-disciplined and multi-stakeholders**

FORM M4**CONTRACT MANAGEMENT STRATEGY**

In accordance with the requirements of mandatory evaluation criterion **MTC-4** provide, at a minimum, how the Bidder will address the following information for the Contract Management Strategy:

- a) Provide fully qualified resources to Health Canada within five days of receipt of a Task Authorization request
- b) Manage the process of transitioning between existing contracted resources and the new contract
- c) Manage the process of transitioning between contract resources during the term of the contract
- d) Manage quality assurance practices in providing resources for tasking; and
- e) Manage contingency plans or practices to ensure resource availability and resource replacement.

ATTACHMENT 4.2 POINT-RATED TECHNICAL CRITERIA

Note to Bidders: A Word version of this document is available by sending a request by email to Vidia.Debidin@tpsgc-pwgsc.gc.ca

ID	Point Rated Criteria	MAX Score	Point Grid	Bidder Response (Demonstrated Experience)
R1	Experience in navigating with health related projects with collaboration between the federal Government of Canada and provinces and/or territories.	10	<p>No collaboration between entities = 0 points</p> <p>Collaboration between two entities* = 5 points.</p> <p>Collaboration between all entities = 10 points.</p> <p>* Two entities are defined as one federal and one provincial or one federal and one territorial.</p>	
R2	<p>The bidder should demonstrate they have delivered multiple* projects with large** teams within the past ten (10) years as of the initial publication date of this solicitation</p> <p>* multiple is defined as a minimum of 3 projects of similar scope and size</p> <p>** large is defined as a team that includes more than 10 employees</p>	10	<p>Less than 10 employees in any of the multiple projects = 0 points</p> <p>Over 10 employees in each of the multiple project = 10 points</p>	
R3	The Bidder should demonstrate they have delivered a large* project in the field of digital health** credentials within the past five (5) years as of the initial publication date of this solicitation.	10	<p>Not delivered a digital health credential project = 0 points</p> <p>Delivered a digital health credential project = 10 points.</p>	

	<p>* Large is considered as a project that generally takes 12 to 24 months, involves a major change to one or more services (creates, retires or significantly alters an IT or IM service), Impacts all or large part of a population (minimum of 500 000 individuals), is high risk and complex, involves multiple stakeholders with varying objectives, includes a cross-functional core team and-or requires a full time project manager</p> <p>** Digital health examples:</p> <ul style="list-style-type: none">• Telemedicine;• Artificial intelligence (AI)-enabled medical devices;• Electronic health and medical records;• Virtual health;• Interoperability;• Health Information Exchange;• Automation and modernization of health services;• Streamlining physicians' work;• Digital health credentials			
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ATTACHMENT 4.3 PRICING SCHEDULE

In respect of the "Estimated Number of Days" listed below in (C*) the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

A) Firm Resources

1. Initial Contract Period:

Date of Contract award to 5 months later				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A6 Programmer/Software Developer(Mobile)	3	210* *(105 x 2 resources)	\$	\$
A11 Tester	2	105	\$	\$
A14 Programmers Web Developer	2	60	\$	\$
A16 Mobile Multi-media Content Consultant	3	60	\$	\$
I10 Technology Architect	3	60	\$	\$
B7 Business Transformation Architect	3	30	\$	\$
P7 Project Coordinator	2	60	\$	\$
Total Price Initial Contract Period				\$ <TBD>

2. Option Periods:

Option Period 1				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A1 Application/Software Architect	3	240	\$	\$

A6 Programmer/Software Developer (Mobile)	3	480* *(240 x 2 resources)	\$	\$
A8 System Analyst	3	240	\$	\$
A11 Tester	2	240	\$	\$
A14 Programmers Web Developer	2	240	\$	\$
A15 Web Graphics Designer	2	240	\$	\$
A16 Mobile Multi-media Content Consultant	3	240	\$	\$
I5 Information Management Architect	3	240	\$	\$
I4 Database Modeller	3	240	\$	\$
I10 Technology Architect (Mobile)	3	240	\$	\$
I10 Technology Architect	3	240	\$	\$
B1 Business Analyst	3	240	\$	\$
B7 Business Transformation Architect	3	240	\$	\$
P2 Enterprise Architect	3	240	\$	\$
P7 Project Coordinator	2	240	\$	\$
P9 Project Manager	3	120	\$	\$
P11 Quality Assurance Specialist/Analyst	2	240	\$	\$
C5 Public Key Infrastructure Specialist	3	240	\$	\$
C7 Information Technology Security Design Specialist	3	240	\$	\$
Total Price Option Period 1				\$ <TBD>

Option Period 2				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A1 Application/Software Architect	3	240	\$	\$
A6 Programmer/Software Developer (Mobile)	3	480* *(240 x 2 resources)	\$	\$
A8 System Analyst	3	240	\$	\$
A11 Tester	2	240	\$	\$
A14 Programmers Web Developer	2	240	\$	\$
A15 Web Graphics Designer	2	240	\$	\$
A16 Mobile Multi-media Content Consultant	3	240	\$	\$
I5 Information Management Architect	3	240	\$	\$
I4 Database Modeller	3	240	\$	\$
I10 Technology Architect (Mobile)	3	240	\$	\$
I10 Technology Architect	3	240	\$	\$
B1 Business Analyst	3	240	\$	\$
B7 Business Transformation Architect	3	240	\$	\$
P2 Enterprise Architect	3	240	\$	\$
P7 Project Coordinator	2	240	\$	\$
P9 Project Manager	3	120	\$	\$
P11 Quality Assurance Specialist/Analyst	2	240	\$	\$
C5 Public Key Infrastructure Specialist	3	240	\$	\$
C7 Information Technology Security Design Specialist	3	240	\$	\$
Total Price Option Period 2				\$ <TBD>

Option Period 3				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A1 Application/Software Architect	3	180	\$	\$
A6 Programmer/Software Developer (Mobile)	3	480* *(240 x 2 resources)	\$	\$
A8 System Analyst	3	180	\$	\$
A11 Tester	2	240	\$	\$
A14 Programmers Web Developer	2	240	\$	\$
A15 Web Graphics Designer	2	180	\$	\$
A16 Mobile Multi-media Content Consultant	3	240	\$	\$
I5 Information Management Architect	3	180	\$	\$
I4 Database Modeller	3	180	\$	\$
I10 Technology Architect (Mobile)	3	240	\$	\$
I10 Technology Architect	3	180	\$	\$
B1 Business Analyst	3	180	\$	\$
B7 Business Transformation Architect	3	240	\$	\$
P2 Enterprise Architect	3	180	\$	\$
P7 Project Coordinator	2	240	\$	\$
P9 Project Manager	3	90	\$	\$
P11 Quality Assurance Specialist/Analyst	2	180	\$	\$
C5 Public Key Infrastructure Specialist	3	180	\$	\$
C7 Information Technology Security Design Specialist	3	180	\$	\$
Total Price Option Period 3				\$ <TBD>

Total Firm Resources Price	
(Initial Contract Period + Option Period 1 + Option Period 2 + Option Period 3)	\$ <TBD>

B) Optional Resources:**1. Initial Contract Period:**

Date of Contract award to 5 months later				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A12 Web Architect	3	20	\$	\$
I1 Data Conversion Specialist	3	20	\$	\$
P10 Project Scheduler	2	20	\$	\$
P12 Risk Management Specialist	3	20	\$	\$
C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst	3	20	\$	\$
Total Price Initial Contract Period				\$ <TBD>

2. Option Period

Option Period 1				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A12 Web Architect	3	20	\$	\$
I1 Data Conversion Specialist	3	20	\$	\$
P10 Project Scheduler	2	20	\$	\$
P12 Risk Management Specialist	3	20	\$	\$

C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst	3	20	\$	\$
Total Price Option Period 1				\$ <TBD>

Option Period 2				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A12 Web Architect	3	20	\$	\$
I1 Data Conversion Specialist	3	20	\$	\$
P10 Project Scheduler	2	20	\$	\$
P12 Risk Management Specialist	3	20	\$	\$
C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst	3	20	\$	\$
Total Price Option Period 2				\$ <TBD>

Option Period 3				
(A)	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate	Total Cost (C x D)
A12 Web Architect	3	20	\$	\$
I1 Data Conversion Specialist	3	20	\$	\$
P10 Project Scheduler	2	20	\$	\$
P12 Risk Management Specialist	3	20	\$	\$
C3 Security Threat and Risk Assessment and Certification and Accreditation Analyst	3	20	\$	\$
Total Price Option Period 3				\$ <TBD>

Total Optional Resources Price	
(Initial Contract Period + Option Period 1 + Option Period 2 + Option Period 3)	\$ <TBD>

C) Total Bid Price

Total Bid Price	
(Total Firm Resources Price + Total Optional Resources Price)	\$ <TBD>

ATTACHMENT 5.1**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).