



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

Bid Receiving/Réception des soumissions

Email / Courriel :

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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of Foreign Affairs Trade and Development.

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

Proposition aux: Ministère des Affaires étrangères, commerce et développement

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

Comments - Commentaires

Issuing Office – Bureau de distribution

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

Title / Titre Field Support Services Project (FSSP) – Burkina Faso - Benin		Date Octobre 26, 2023
Solicitation No. / N° de l'invitation 24-247061		
Client Reference No. / No. de référence du client(e)		
Solicitation Closes / L'invitation prend fin At / à : 14H00 EST (Eastern Standard Time / HNE (Heure Normale de l'Est) On / le : <u>Novembre 07, 2023</u>		
F.O.B. / F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Destination of Goods and Services / Destinations des biens et services Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
Address Inquiries to : / Adresser toute demande de renseignements à : Christian Meghaizel Senior Contracting Officer Development Contracting and Management Services (SPBC) Email / Courriel: Christian.Meghaizel@international.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée See herein — Voir en ceci	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 3

1.1 SECURITY REQUIREMENTS3

1.2 STATEMENT OF WORK.....3

1.3 DEBRIEFINGS3

1.4 TRADE AGREEMENTS3

PART 2 - BIDDER INSTRUCTIONS 4

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....4

2.2 SUBMISSION OF BIDS.....4

2.3 ENQUIRIES – DURING BID SOLICITATION.....5

2.4 APPLICABLE LAWS.....5

2.5 BID CHALLENGE AND RECOURSE MECHANISMS5

2.6 TECHNICAL DIFFICULTIES OF BID TRANSMISSION6

2.7 COMPLETENESS OF THE BID6

PART 3 - BID PREPARATION INSTRUCTIONS..... 7

3.1 BID PREPARATION INSTRUCTIONS7

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 9

4.1 EVALUATION PROCEDURES.....9

4.2 BASIS OF SELECTION.....9

PART 5 - CERTIFICATIONS 11

5.1 CERTIFICATIONS REQUIRED WITH THE BID 11

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION 11

PART 6 - RESULTING CONTRACT CLAUSES 16

6.1 SECURITY REQUIREMENTS17

6.2 STATEMENT OF WORK.....17

6.3 STANDARD CLAUSES AND CONDITIONS17

6.4 TERM OF CONTRACT19

6.5 AUTHORITIES19

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS20

6.7 PAYMENT.....20

6.8 INVOICING INSTRUCTIONS22

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....22

6.10 APPLICABLE LAWS.....22

6.11 PRIORITY OF DOCUMENTS23

6.12 INSURANCE – NO SPECIFIC REQUIREMENT - G1005C (2016-01-28)23

6.13 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY.....23

6.14 DISPUTE RESOLUTION.....23

6.15 PUBLIC RECOGNITION24

6.16 ENVIRONMENTAL CONSIDERATIONS24

ANNEX "A" - STATEMENT OF WORK..... 25

ANNEX "B" - BASIS OF PAYMENT 33

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST..... 37

ANNEX "D" - EVALUATION CRITERIA..... 40

ANNEX "E" - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements associated with this bid solicitation.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: **180 days**

2.2 Submission of Bids

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

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

2.2.1 Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

2.2.2 Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.



Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

2.3 Enquiries – During Bid Solicitation

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.

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

2.4 Applicable Laws

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

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

2.5 Bid Challenge and Recourse Mechanisms

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



2.6 Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

2.7 Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Important Note:

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

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

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

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

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

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

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible bidders should prepare and submit their bid as follows:

1. Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.



Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
 - Canada's Net-Zero Challenge;
 - the United Nations Race to Zero;
 - the Science-based Targets Initiative;
 - the Carbon Disclosure Project;
 - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the instructions below and with the "Basis of Payment in Annex "B".

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Scoring

A. Calculation of the evaluated bid price

To determine the **evaluated bid price**, the calculation is as follows:

- I. The Professional Services Categories firm daily rates proposed for the initial contract period, year 1 to year 5, will be added together.
- II. The result obtained in I. above will be added with the limitation of expenditures for the Technical Specialist(s), Travel, Transportation and Living Expenses & Local Reimbursable Expenses. This will provide the evaluated price of the bid.

B. Technical Evaluation

4.1.2 Point Rated Technical Criteria

Refer to Annex "D" - Evaluation Criteria

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price - A0027T (2022-12-01)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **111 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **186 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60%** for the technical merit and **40%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of **60%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135, and the lowest evaluated price is \$45,000 (45).

Example: Basis of Selection			
Highest Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$
Combined Rating	84.51	75.56	80.89
Overall Rating	1st	3rd	2nd



PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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



5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

SACC Manual clause [A3015C](#) (2014-06-26) Certifications - Contract

5.2.3.3 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 1 to Part 5.

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____

5.2.3.5 Supplementary Contractor Information

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

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

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN) or equivalent with respect to the Supplementary Contractor's region of registration), as well as the address and the postal code:

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

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

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



5.2.4 Former Public Servant

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 nonresponsive.

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:

an individual;
an individual who has incorporated;
a partnership made of former public servants; or
a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



5.2.5 Language Requirement(s)

The Bidder certifies that the proposed resource(s) possesses an advance reading, oral interaction and writing proficiency in **French**.

ADVANCED PROFICIENCY

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

Advanced Reading Proficiency:

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

Advanced Oral Interaction Proficiency:

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

Advanced Writing Proficiency:

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

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

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

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

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



PART 6 - RESULTING CONTRACT CLAUSES

6.0 DEFINITIONS

In the Contract, unless the context otherwise requires:

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"Articles of Agreement" means the clauses and conditions incorporated in full text or incorporated by reference from the *Standard Acquisition Clauses and Conditions Manual* to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "His Majesty" or "the Government" means His Majesty the King in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Cost" means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and

"Parties" means all of them;

"Specifications" means the description of the essential, functional or technical requirements of the Work in the Contract, including the procedures for determining whether the requirements have been met;

"Total Estimated Cost", "Revised Estimated Cost", "Increase (Decrease)" on page 1 of the Contract or Contract Amendment means an amount used for internal administrative purposes only that comprises the Contract Price, or the revised Contract Price, or the amount that would increase or decrease the Contract Price and the Applicable Taxes as evaluated by the Contracting Authority, and does not constitute tax advice on the part of Canada;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

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



6.1 Security Requirements

6.1.1 There is no security requirement applicable to the contract.

6.1.2 Security Measures

- (a) It is the sole responsibility of the Contractor to conduct a security assessment and take any and all necessary measures to ensure its own security and the security of its Resources. If the Contractor determines that a security plan is necessary, the Contractor will develop, adapt and implement a security plan based on international best practices in this area, taking the following into consideration:
- i. Security related issues and challenges in general, and within the Project area;
 - ii. Local customs, laws and regulations;
 - iii. Restrictions and protocols for movement in the Project area, where applicable;
 - iv. Security equipment and equipment-related protocols (vehicles, communications, personal protective equipment, etc.), as required;
 - v. Security and Resources safety protocols (guards, office, staff housing, the Project area, etc.);
 - vi. Evacuation, including emergency medical evacuation, procedures;
 - vii. Abduction/Missing person protocol(s); and
 - viii. Processes for security awareness updates, as required.
- (b) The Contractor should also put in place for itself and its Resources, but not limited to, the following:
- i. Hospitalization and medical treatment arrangements;
 - ii. Mortuary affairs arrangements;
 - iii. Procedures for expected conduct and discipline;
 - iv. Health and safety protocols as well as insurance requirements; and
 - v. Critical incident management procedures, which should be in accordance with the Contractor's internal policies and harmonized, where practicable, with the Canadian Embassy consular procedures.

6.1.3 Technical Specialists

The contractor must ensure that all its Technical Specialists are bound by compatible terms.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A", and the Contractor's technical bid entitled _____, dated _____.

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

6.3.1.1 [2035](#) (2022-12-01), General Conditions - Higher Complexity Services apply to and form part of the Contract.

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



Invoice submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
 - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - c. deduction for holdback, if applicable;
 - d. the extension of the totals, if applicable; and
 - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

4009 02 (2013-06-27) Subcontracts applies to and forms part of the Contract.

Subcontracts

1. The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. In any other instance, the Contractor must obtain the prior consent in writing of the Contracting Authority. The Contracting Authority may require the Contractor to provide such particulars of the proposed subcontract, as he considers necessary.
2. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.
3. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority requires or agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity, which only apply to the Contractor.

4014 (2022-06-20) Suspension of the work applies to and forms part of the Contract.

Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 24 or "Default by the Contractor" or 25 "termination for convenience" of general conditions 2010B (2022-12-01).



2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Department: Foreign Affairs, Trade and Development Canada

Directorate: Development Contracting and Management Services - SPBC

Address: _____

Telephone: ____ ____ _____

E-mail address: _____

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



6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment Cost Reimbursable: Limitation of expenditure

1. The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of *(to be completed at contract award)*. Customs duties are subject to exemption and Applicable Taxes are extra.
2. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are included and applicable taxes are extra.
3. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



- 4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

A. Professional Services – Firm Daily Rates

In consideration of the Contractor satisfactorily completed, all of its obligations under the Contract, the Contractor will be paid firm daily rates for its professional services. Customs duties are included and applicable taxes are extra.

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

Total Professional Services - CAN \$ _____
(Insert amount at time of contract award)

B. Authorized Travel, Transportation and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in **Appendices B, C and D** of the **National Joint Council Travel Directive**, and with the other provisions of the directive **referring to "travellers"**, rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

Expenditure for Travel, Transportation and Living Expenses MUST have the prior authorization of the Technical Authority. Proof of actual expenditure MUST be provided with the invoice.

All payments are subject to government audit.

Authorized Travel, Transportation and living expenses
Limitation of Expenditure: CAN \$ 500,000

C. Technical Specialists

In considerations of the Contractor satisfactorily completed all its obligations under the contract, the Contractor will be reimbursed for Technical Services necessary for the direct execution of the mandate (Services other than those listed under A. Professional Services).

These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Technical Services MUST have the prior authorization of the Technical Authority.

NOTE: The Limitation of Expenditure for Technical Specialists MUST NOT be used to substitute resources named under A. Categories of Professional Services.

Technical Services
Limitation of Expenditure: CAN \$ 3,600,000

D. Local Reimbursable Expenses

Actual eligible and reasonable disbursement incurred through the Contractor that are directly related to the implementation of Local Development activities.

Eligible costs are to be determined by DFATD, when required and MUST be requested AND authorized in writing; by the Technical Authority **BEFORE** any expenses are incurred.

This is a Limitation of Expenditure; any reimbursements MUST be at cost with proof of actual expenditure, without mark-up or profit. Customs duties are included and applicable taxes are extra.

Local Reimbursable Expenses
Limitation of Expenditure: CAN \$ 200,000



6.7.2 Methods of Payment

6.7.2.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.3 SACC Manual Clauses

SACC Manual clause [C2000C](#) (2007-11-30) Taxes – Foreign-based Contractor

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

6.7.4 Electronic Payment of Invoices – Contract

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

- i. Direct Deposit (Domestic and International).

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.9.3 SACC Manual Clauses

SACC Manual clause [A3015C](#) (2014-06-26), Certification - Contract

6.10 Applicable Laws

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



6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions;
- (c) the general conditions;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Evaluation Criteria;
- (h) Federal Contractors Program for Employment Equity – Certification;
- (i) the Contractor's bid dated _____

6.12 Insurance – No Specific Requirement - [G1005C](#) (2016-01-28)

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

6.13 Basis for Canada's Ownership of Intellectual Property

6.13.1. All intellectual property rights vest with the Contractor.

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

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

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

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

6.14 Dispute Resolution

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



6.15 Public Recognition

- 6.15.1** In consultation with DFATD, the Contractor must ensure visibility and provide public recognition of Canada's support to the Project in publications, speeches, press releases, websites, social media or other communication material. This must be done in a manner compliant with [Canada's Federal Identity Program](#).
- 6.15.2** The Contractor must plan for, and report on its public recognition activities in accordance with the reporting requirements of the Contract. The Contractor must supply DFATD with a copy of any written or electronic material acknowledging DFATD's support or information on its public recognition activities. DFATD may provide content and input into any supporting communication material.
- 6.15.3** The Contractor must provide at least fifteen (15) days advance notice to DFATD, unless otherwise agreed upon, of any planned initial public announcement of Canada's support. Prior to the initial announcement or until such time that DFATD publishes the Project in the public domain; communications activities must be limited to routine communications associated with Project implementation. DFATD will have the right to make the initial public announcement or participate in any official ceremony, public event or announcement made by the Contractor.
- 6.15.4** All public materials issued jointly by DFATD and the Contractor must be judged acceptable by both Parties and will be made available in both English and French.
- 6.15.5** After consultation, DFATD or the Contractor may request to cease all public recognition activities inter alia for security, programming or other compelling reasons. DFATD and the Contractor will consult each other to determine when the public recognition activities may resume.

6.16 Environmental Considerations

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

a) Paper consumption:

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

b) Travel requirements:

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



ANNEX "A" - STATEMENT OF WORK

1. Title

Field Support Services Project (FSSP) in Burkina Faso and Benin.

2. Objective

The objective of the FSSP is to provide access to local technical expertise to provide support to Burkina Faso and Benin as well as manage the Local Reimbursable Expenses funding envelope, if authorized and required. This local support ensures that Canada can provide effective, efficient, quality and relevant development assistance to meet development challenges, needs and priorities in both countries.

The FSSP will facilitate Canada's commitments to global health, including sexual and reproductive health and rights, as well as to the education of women and girls in developing countries. The expertise available through the FSSP helps provide a better understanding of social, political and economic issues, including those related to security that must inform decision-making. Access to this local expertise enables Canada to play a leadership role in areas such as gender equality. The FSSP provides local expertise that strengthens policy dialogue, expands knowledge on local development issues and supports the preparation of development strategies. The FSSP provides a range of services including advice to government counterparts, analysis, monitoring and advice related to Canada's priority sectors in Burkina Faso and Benin, including development and humanitarian assistance.

The FSSP will provide services fully aligned with Canada's Feminist International Assistance Policy (FIAP) and the Sustainable Development Goals (SDGs). In addition, the FSSP services will follow the principles of aid effectiveness based on the Paris Declaration and Accra Agenda for Action, in particular gender equality and supporting the empowerment of women and girls, and effectiveness, efficiency, and alignment in support of the *Official Development Assistance Accountability Act* (ODAAA) framework.

3. Background

3.1 DFATD development programming context

BURKINA FASO

Recent years have seen a significant deterioration in security in Burkina Faso, exacerbated by the COVID-19 pandemic and climate change. The country is a landlocked country with a population of 22.1 million, 65% of whom are under 25 years of age. Poverty reduction is limited by strong population growth and disparities between urban and rural areas. The economy is undiversified and characterized by low productivity, and the services sector is not able to stimulate an inclusive economy.

The number of school-aged children and adolescents without access to basic education is estimated at 0.86 million and 0.9 million, respectively. Gender inequalities persist, with the marriage rate for girls under 18 being high (52%). The country continues to face a high maternal mortality rate and a high fertility rate. The security crisis is triggering a humanitarian crisis with a rapid increase in the number of internally displaced persons (IDPs) and a marked deterioration in their conditions.

The government launched the National Economic and Social Development Plan II (NESDP II), aims to restore peace, security, social cohesion, the development of basic social services in areas such as education, health, water and sanitation, and the revitalization of promising sectors for the economy and jobs.

Following the coup d'état in January 2022, the priorities of the National Plan were revised and refocused through the Transition Action Plan on security, humanitarian, social cohesion and reconciliation and governance reform issues. On September 30, 2022, a second military coup d'état took place, which could again affect the implementation of the National Plan. Canada's bilateral assistance program in Burkina Faso will monitor developments closely.

In 2020-2021, Canada's international assistance to Burkina Faso was \$93.8 million, \$71.9 million of which was came from GAC. Canada uses various channels to deliver its programming in Burkina Faso. The following is a non-exhaustive description of these channels. Once operational, the FSSP is expected to have a comprehensive understanding of all active programming, ensuring linkages that maximize both programming effectiveness and efficiency.



Bilateral program: Bilateral development programming in Burkina Faso focuses on nutrition, sexual and reproductive health, food security, growth that works for everyone and climate change. Programming concentrates its efforts around the utilization of basic services (health and education) and economic and social stability and security.

Multilateral programming: Canada contributes to the global funding of various specialized organizations and funds that operate in the programming area. Examples include Gavi, the vaccine alliance; the Global Fund to Fight AIDS, Tuberculosis and Malaria; the Global Partnership for Education; and the COVID-19 Vaccines Global Access. Canada also contributes to the operations of the international financial institutions and the UN such as UNICEF.

Humanitarian Assistance: Canada provides humanitarian assistance to the most vulnerable populations, including displaced persons through support of the World Food Programme and the Red Cross.

Partnerships for development innovation: Canadian civil society organizations receive direct funding to implement projects mainly seeking the empowerment of women and girls in the area of human dignity and growth that works for everyone.

Other Canadian investments: Burkina Faso also receives funding through other means, such as regional funding and funding under the Canadian Fund for Local Initiatives (CFLI), which is managed by the Embassy of Canada to Burkina Faso.

BENIN

Benin is a middle-income country with a population of 12.8 million (2022) and ranks 166th out of 191 according to the Human Development Index (2021). Despite some improvements in basic social services in recent years, poverty reduction is hampered by strong population growth (2.7%), particularly in rural areas, which account for 52% of the population (2020). The economy is heavily dependent on agriculture and informal re-export and transit trade with Nigeria (20% of GDP).

Benin has adhered to most international and regional gender equality conventions, pacts and frameworks, such as the Ouagadougou Partnership. The legalization of abortion in October 2021 by the National Assembly of Benin is an important step forward, but due to cultural pressures, inequalities persist and the rights of women and girls are not always respected. For example, the rate of marriage for girls under 18 remains high (about 31%) (2014) and there is very little participation of girls in technical education programs.

Benin remains dominated by the agricultural sector and a large part of the population subsists on family farming. The majority of women work in the informal sector, which is unstructured and low-paying. Beninese women have limited access to land, and employment inequality persists, with 2.5 times more girls than boys not educated (2019-2020).

Women are also excluded from formal financial systems despite the development of decentralized financial services. In 2020, Benin saw its first annual decline since 1989, with a 3.8% decrease in real GDP, putting its new status as a middle-income state at risk.

In 2020-2021, Canada's international assistance to Benin was \$47 million, \$29 million of which was came from GAC. Canada uses various channels to support programming in Benin. The following is a nonexhaustive description of these channels. Once operational, the FSSP is expected to have a comprehensive understanding of all active programming, ensuring linkages that maximize both programming effectiveness and efficiency.

Bilateral program: Bilateral development programming in Benin focuses on global health, sexual and reproductive health, growth that works for everyone and climate change.

Multilateral programming: Canada contributes to the global funding of various specialized organizations and funds that operate in the programming area. Examples include Gavi, the vaccine alliance; the Global Fund to Fight AIDS, Tuberculosis and Malaria; the Global Partnership for Education; the International Fund for Agricultural Development and the Green Climate Fund. Canada also contributes to the operations of the international financial institutions and the UN such as UNICEF, WFO and UNFPA.

Partnerships for development innovation: Canadian civil society organizations receive direct funding to implement projects mainly seeking the empowerment of women and girls in the area of human dignity and growth that works for everyone.



Other Canadian investments: Benin also receives funding through other channels, such as regional funding and funding under the Canadian Fund for Local Initiatives (CFLI), which is managed by the Embassy of Canada to Burkina Faso.

For additional information on DFATD's development programs in Burkina Faso and Benin, please consult the DFATD Project Browser at <https://w05.international.gc.ca/projectbrowser-banqueprojets/>.

4. Scope of work

The proposed project follows the department's FSSP model and includes lessons learned from other operational projects, while being tailored to the unique contexts and needs of Burkina Faso and Benin. Overall, the FSSP will support Canadian priorities and ensure that programming is based on strong analysis incorporating a conflict-sensitive and human rights-based approach, with GE and the empowerment of women and girls at the core. The FSSP will strengthen Canada's understanding of local development issues in priority sectors, notably GE and the empowerment of women and girls, sexual and reproductive health and rights, gender-based violence, access to health and education, food security, inclusive and accountable governance, environment and climate change, and overall contribution to the 2030 SDGs.

The contractor must provide a range of services in support of the implementation of Canada's international assistance in Burkina Faso and Benin, such as technical expertise, analysis, facilitating knowledge sharing, supporting local research, knowledge building, administrative and financial services, supply and logistics services in support of program delivery, planning, monitoring and sound, evidence-based reporting.

5. Tasks

5.1 Contractor's Tasks

To help improve the efficiency of the work of program and project stakeholders and the impact of Canada's international assistance in Burkina Faso and Benin, the Contractor is responsible for the management of the services provided under the contract, including:

- a. Remaining informed of, and complying with, locally applicable laws, regulations and practices, including those for local human resources management and contracting (for goods and services). The Contractor must also be aware of current and planned local laws and regulations that might affect the FSSP and the ability to operate in Burkina Faso and Benin;
- b. Maintaining a comprehensive understanding of FSSP programming, ensuring linkages that maximize both programming effectiveness and efficiency;
- c. Sourcing, and managing appropriate and qualified resources, including technical specialists, as requested;
- d. Undertaking appropriate measures to ensure budget adherence, cost effectiveness and proper resource use;
- e. Managing FSSP performance, including ensuring the quality of products, services and deliverables that meet the pre-defined statements of work, annual work plans, and/or all other specifications;
- f. Ensuring that expenditure are in-line with Annex B Basis of Payment;
- g. Maintaining accurate and detailed project financial records and ensuring that all cost-related supporting documents are maintained in order to track and report on services rendered.

5.2 Resource Tasks

5.2.1 FSSP Project Manager

Based in Ouagadougou, Burkina Faso, the tasks of the FSSP Project Manager include:

- a. Collaborating with DFATD and partners in assessing needs and setting priorities;
- b. Identifying risks for the FSSP, and develop and implement emergency and mitigation plans;
- c. Co-leading the preparation of all key FSSP documents identified in Section 10.1, Key project documents and narrative report, including the IWP, AWP and OPM;
- d. Overseeing the deliverables, activities and completion of tasks related to administrative, financial, logistical and transportation rental services;
- e. Communicating with the Embassy of Canada, the recipient country's government authorities or representatives, and other key FSSP stakeholders as needed;
- f. Establish and maintaining effective relationships with networks of key stakeholders (government, civil society, other donors, private sector).



5.2.2 FSSP Assistant Project Manager

Based in Cotonou, Benin, the tasks of the FSSP Assistant Project Manager include:

- a. Collaborating with DFATD and partners in assessing needs and setting priorities;
- b. Identifying risks for the FSSP, and develop and implement emergency and mitigation plans;
- c. Co-leading the preparation of all key FSSP documents identified Section 10.1, Key project documents and narrative report, including the IWP, AWP and OPM;
- d. Overseeing the deliverables, activities and completion of tasks related to administrative, financial, logistical and transportation services;
- e. Communicating with the Office of the Embassy of Canada, the recipient country's government authorities or representatives, and other key FSSP stakeholders, as needed;
- f. Establish and maintaining effective relationships with networks of key stakeholders (government, civil society, other donors, private sector);
- g. Ensuring maintenance of the FSSP record keeping and filing system.

5.2.3 FSSP Financial and Administrative Officer

Based in Ouagadougou, Burkina Faso, the tasks of the FSSP Financial and Administrative Officer include:

- a. Ensuring maintenance of the FSSP record keeping and filing system;
- b. Providing advice or assistance to DFATD, as needed, in connection with local government documentation requirements, visa and work permit processes, and related services, such as arranging for security and accommodation;
- c. Administering payments to suppliers and sub-contractors;
- d. Managing expenditures and supporting documentation for eligible reimbursable expenses made under the Local Reimbursable Expenses funding envelope, if authorized and required;
- e. Monitoring project expenses, in accordance with the approved project budget;
- f. Preparing and reviewing financial reports;
- g. Developing and managing reporting and invoicing;
- h. Providing financial advice related to local laws and regulations, financial institutions and the estimated expenses for products or services in the recipient country;
- i. Providing accounting and financial reconciliation services, if required;
- j. Assisting with travel and logistical arrangements for Technical Specialists;
- k. Managing the provision of administrative services, including, but not limited to, document production and binding, and translation and interpretation services;
- l. Administering the provision of logistical services, such as arranging vehicle rental, travel arrangements, event and mission planning and management, as required.

6. Constraints

The FSSP will be implemented in a territory where the political environment is in constant flux and where it must respect international and local laws and regulations. The security situation could deteriorate suddenly and unexpectedly. These are risks that the contractor should anticipate and will have to mitigate.

7. Risk Mitigation

Managing risk in crisis and conflict-affected environments requires an increased focus on due diligence and a need for flexibility and adaptability. DFATD places emphasis on the importance of accurately defining the various types of risks that a project could face and the development of impact and risk response strategies. The project context demands that the nature and likelihood of the various risks that could impact the project be considered and managed carefully. The development and periodic update of a contingency plan is an important part of the project's risk management strategy. In addition, a conflict-sensitive approach as well as proactive and systematic risk planning should be integrated into all project activities. A risk management strategy is required as part of the Contractor's AWP.



8. DFATD Monitoring, mid-term reviews and evaluations

DFATD projects are subject to audit, monitoring, mid-term reviews and evaluations at DFATD's discretion. The Contractor must cooperate in all cases.

An end of contract performance measurement may be conducted on the FSSP to assess the Contractor's performance. At DFATD's discretion, a project management review may be conducted if DFATD believes that there are concerns or issues that need to be assessed or resolved.

9. Client Support

DFATD will make available all necessary data, documentation and information to the contractor so the latter can perform the work.

10. Deliverables

The contractor must prepare the following key project documents and submit them to the Technical Authority (TA) for review and approval in accordance with the specified timelines.

The TA may request modifications to the plans and reports. If modifications are requested, the contractor must address the modifications to the satisfaction of the TA within 20 calendar days.

10.1 Key project documents and narrative reports

All draft and final documents and reports are to be submitted in **French** to the TA for review and approval by means of an electronic copy in Microsoft Word format unless specified by DFATD. The fiscal year refers to DFATD's fiscal year from April 1 to March 31.

NOTE: Expenditure planning MUST be in accordance with Annex B, Basis of Payment. There will be no increase or reprofiling within the Basis of Payment.

Title	Description	Delivery Date
Initial work plan (IWP)	<p>A contract kick-off meeting, to be held by videoconference, will be held between the contractor, the Technical Authority, the FSSP Manager and Assistant Project Manager, and other stakeholders, as required.</p> <p>That meeting will cover the following topics:</p> <ul style="list-style-type: none"> a. identifying the timelines b. any other matter, as required <p>The IWP must include timelines and a description of deliverables pertaining to the key project start-up activities. The IWP must be approved by DFATD before its implementation. At minimum, the IWP must include the following elements:</p> <ul style="list-style-type: none"> a. project and administrative management; b. a draft work plan for 12 months from the contract award date c. a risk management strategy. 	Approved version within 90 calendar days following the contract signature date.
Operating Procedures Manual (OPM)	<p>Develop an OPM that describes the FSSP's operating procedures. The manual must include:</p> <ul style="list-style-type: none"> a. resources and technical specialists management procedures; b. security protocols, including an emergency plan; c. financial management procedures; d. quality assurance system, including the process generally used to review the quality of services provided; 	Within 90 calendar days following the contract signature date, and updated annually.



Title	Description	Delivery Date
	<ul style="list-style-type: none"> e. project reporting; and f. a conflict of interest risk mitigation protocol. 	
Annual work plan (AWP)	<p>The AWP defines the results to be achieved or worked on during the year and serves as the basis for assessing project performance against plans and for assessing the variance analysis contained in the annual narrative progress reports.</p> <ul style="list-style-type: none"> a. an executive summary; b. the project context (which may change from year to year); c. a risk management strategy; d. results to be achieved during the year; e. project management issues and matters, including significant activities or changes planned during the year. 	<p>Approved version within 180 calendar days of the contract signature date</p> <p>Subsequent AWP's are submitted as drafts by February 28 every year until final approval by the technical authority by the end of March</p>
Semi-annual narrative reports	<p>The semi-annual narrative report covers the progress on activities for the previous 6 months. The semi-annual narrative report must include (but not be limited to) the following:</p> <ul style="list-style-type: none"> a. an executive summary; b. a report on key project activities; c. problems and difficulties encountered, if any, and remedial measures taken or to be taken; d. planned activities for the following period or required updates to the AWP; e. management issues; f. comments on risks encountered or new risks identified; g. a summary analysis of support provided by technical specialists; and h. other important issues affecting project implementation. 	December 5
Annual narrative progress report	<p>The annual narrative progress report summarizes project activities and progress made towards expected outcomes. The annual narrative progress report must include (but not be limited to) the following:</p> <ul style="list-style-type: none"> a. an executive summary b. coordination and networking activities and results; c. program planning and monitoring and project results; d. administrative and logistical support and results; e. problems and difficulties encountered and remedial actions taken or to be taken and results; f. management issues and results; g. a list of all technical specialists, a summary of their support, and a list of events organized h. comments on risk assessment and updated risk management strategy, if appropriate; i. a summary analysis of support provided by technical specialists; j. other important issues affecting project implementation; and k. lessons learned and recommendations. 	June 5
Final narrative report	<p>The final narrative report includes an aggregation of previous reports, the final financial report, and information on the design, methodology, program delivery, success factors, lessons learned, etc.</p> <p>The report is a stand-alone document that can be used as a principal source of information or corporate memory, and to help validate evaluations.</p> <p>The final narrative report comprises 11 sections (including annexes):</p> <ul style="list-style-type: none"> a. Executive summary (not more than 5 pages); b. Introduction - how the document is structured and designed (1 page); 	Due at the end of the contract



Title	Description	Delivery Date
	<p>c. Project summary (1 to 3 pages);</p> <ul style="list-style-type: none"> • project rationale and justification: identification of direct and indirect beneficiaries and clients; • governance structure; and • brief project structure. <p>d. Project context – analysis of the project context (external, internal and political considerations) and the positive or negative impact on project results and implementation;</p> <p>e. Project management – assessment of project management approaches (governance, work planning, scheduling, logistics, finance, reporting) (3 to 6 pages);</p> <p>f. Results delivered – list of all the technical specialists whose services were retained and a summary of their support, list of events organized, etc.;</p> <p>g. Risk Management – appraisal of the validity of the initial risk assessment, changes in risk and risk response strategies during the life of the project (including whether any risk events occurred and what strategies were used to address them) and the positive or negative impacts on project results and implementation (1 to 3 pages);</p> <p>h. Success factors – assessment of the success factors: a) relevance, b) appropriateness of design, c) innovation, d) efficiency of resource utilization, and e) informed and timely action (5 to 10 pages); and</p> <p>i. Lessons learned and recommendations – lessons learned from the project that will be useful for DFATD to consider in planning other projects of this nature (3 to 5 pages).</p>	

10.2 Financial Reports

All draft and final documents and reports are to be submitted in **French** to the TA for review and approval by means of an electronic copy, unless specified by DFATD. . DFATD’s fiscal year runs from April 1 to March 31. The contractor must be able to provide any worksheet or calculation sheet in Microsoft Excel and any report in Adobe (*.pdf).

Title	Description	Delivery Date
Quarterly financial reports	<p>Quarterly financial reports include the following, among others:</p> <ol style="list-style-type: none"> a. costs incurred throughout the period covered by the report; and b. year-to-date costs to ensure alignment to the basis of payment, as at the date of the report (amount and percentage). 	<p>May 12, August 11, November 14 and February 12</p>
Annual financial report	<p>The annual financial report must take a full-year perspective on the project and be closely tied to the appropriate AWP and to the costs of the activities.</p> <p>Among all the other elements, it must include the following details:</p> <ol style="list-style-type: none"> a. costs incurred during the period covered by the report; and b. a forecast for the upcoming fiscal year, that is, the projected cost of the activities described in the AWP. 	<p>June 5</p> <p>To be provided at the same time as the annual narrative progress report</p>
Final financial report	<p>In addition to the details presented in the annual financial report, the final report for the project must present an account of actual disbursements throughout the life of the project:</p> <ol style="list-style-type: none"> a. key financial issues arising during the life of the project; and b. pertinent lessons learned. 	<p>Due by the end date of the contract</p>



11. Travel

Travel will be required outside of the National Capital Region (NCR). All travel must have the prior approval of the TA. The contractor will be reimbursed for expenses in accordance with the National Joint Council directive - <https://www.njc-cnm.gc.ca/directive/d10/en>.

12. Goods or Equipment Provided by the Contractor

12.1 Facilities, workplace and work equipment

The Contractor and resources will be required to provide its own workspace, software and equipment required to render the services required and complete their tasks.

13. Meetings

The contractor may need to attend the meetings organized throughout the project. Meetings will vary from in person to virtual or hybrid depending on needs, health measures and the participants.

14. Work location

The main FSSP office is in Ouagadougou, Burkina Faso, while the satellite office for Benin is in Cotonou. The DFATD Technical Authority will be located at the Embassy of Canada in Ouagadougou, Burkina Faso. The FSSP activities will take place throughout Burkina Faso and Benin.

15. Environment

The contractor must notify the TA if any project components could have potential environmental impacts. In such a situation, the department may take the necessary action to avoid any risk of significant negative impact on the environment. All activities must be in line with local and international environmental standards and laws.



ANNEX “B” - BASIS of PAYMENT

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

Bidders **MUST** submit their financial bid, in Canadian dollars and in accordance with **ANNEX B - Basis of Payment**.

The total amount of Goods and Services Tax must be shown separately.

Definition of a Day/Proration

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

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

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

NOTE: Expenditure planning MUST be in accordance with Annex B, Basis of Payment. There will be no increase or reprofiling within the Basis of Payment.

INITIAL CONTRACT PERIOD – YEAR 1 TO YEAR 5

TABLE 1

INITIAL CONTRACT PERIOD - YEAR 1				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager (Burkina Faso)			240	\$
Assistant Project Manager (Benin)			240	\$
Financial and Administrative Officer (Burkina Faso)			240	\$
YEAR 1 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$



TABLE 2

INITIAL CONTRACT PERIOD - YEAR 2				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager (Burkina Faso)			240	\$
Assistant Project Manager (Benin)			240	\$
Financial and Administrative Officer (Burkina Faso)			240	\$
YEAR 2 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 3

INITIAL CONTRACT PERIOD - YEAR 3				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager (Burkina Faso)			240	\$
Assistant Project Manager (Benin)			240	\$
Financial and Administrative Officer (Burkina Faso)			240	\$
YEAR 3 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 4

INITIAL CONTRACT PERIOD - YEAR 4				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager (Burkina Faso)			240	\$
Assistant Project Manager (Benin)			240	\$
Financial and Administrative Officer (Burkina Faso)			240	\$
YEAR 4 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$



TABLE 5

INITIAL CONTRACT PERIOD - YEAR 5				
A. PROFESSIONAL SERVICES CATEGORIES	NAME OF RESOURCE(S)	FIRM DAILY RATES	ESTIMATED LEVEL OF EFFORT	TOTAL CAN \$
Project Manager (Burkina Faso)			240	\$
Assistant Project Manager (Benin)			240	\$
Financial and Administrative Officer (Burkina Faso)			240	\$
YEAR 5 - PROFESSIONAL SERVICES - SUB-TOTAL CAN \$				\$

TABLE 6

INITIAL CONTRACT PERIOD – YEAR 1 TO YEAR 5	
B. TRAVEL, TRANSPORTATION AND LIVING EXPENSES – Year 1 to Year 5	LIMITATION OF EXPENDITURE CA \$
<p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.</p> <p>All travel must have the prior authorization of the Technical Authority.</p>	500,000 \$

C. TECHNICAL SPECIALIST(S) – Year 1 to Year 5	LIMITATION OF EXPENDITURE CA \$
<p>TECHNICAL SPECIALIST(S) (PER DIEM)</p> <p>Expenditures for Technical Specialists MUST have the prior authorization of the Technical Authority.</p> <p>NOTE: Technical Specialists MUST NOT be used to substitute for the resources named under A. Categories of Professional Services.</p>	3,600,000 \$



D. LOCAL REIMBURSABLE EXPENSES – Year 1 to Year 5	LIMITATION OF EXPENDITURE CA \$
<p>Actual eligible and reasonable disbursements incurred through the Contractor that are directly related to the implementation of Local Development activities.</p> <p>Eligible costs are to be determined by DFATD, when required and MUST be requested AND authorized; in writing by the Technical Authority BEFORE, any expenses are incurred.</p> <p>This is a Limitation of Expenditure; any reimbursements MUST be at cost with proof of actual expenditures, without mark-up or profit.</p>	200,000 \$

TOTAL – INITIAL CONTRACT PERIOD – YEAR 1 TO YEAR 5	
A. SUB –TOTAL – PROFESSIONAL SERVICES CATEGORIES	\$
B. SUB –TOTAL – TRAVEL AND LIVING EXPENSES	500,000 \$
C. SUB –TOTAL – TECHNICAL SPECIALIST(S)	3,600,000 \$
D. SUB –TOTAL – LOCAL REIMBURSABLE EXPENSES	200,000 \$
YEAR 1 TO YEAR 5 - SUB-TOTAL - A.+B.+C+D. CA \$	

Total cost of applicable taxes: _____%: _____ CA \$

TOTAL CONTRACT VALUE: _____ CA \$



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 24-247061
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 Affaires Mondiales Canada	2. Branch or Directorate / Direction générale ou Direction WGM	
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 L'entrepreneur sélectionné par le biais d'un processus compétitif (demande de propositions - DDP) gèrera le Projet de services d'appui sur le terrain (PSAT) pour le programme du Burkina Faso et Bénin pour un montant estimatif pouvant aller jusqu'à un maximum de 9,8M\$ sur une période de cinq ans (2023-2028).		
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 checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input 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 A ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 24-247061
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
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

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

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

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

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

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes

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

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

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

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

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



Government of Canada / Gouvernement du Canada

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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



ANNEX "D" - EVALUATION CRITERIA

1. Mandatory Financial Criteria (MFC)

- a) Bids **MUST** meet the mandatory financial criteria specified in the table inserted below.
- b) Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

MANDATORY FINANCIAL CRITERIA	
ITEM	DESCRIPTION OF CRITERIA
MFC1	<p>Bidder MUST submit their financial proposal in Canadian dollars and in accordance with the Basis of Payment set out in ANNEX B.</p> <p>Foreign-based bidders are eligible. However, their financial proposal MUST be submitted in CAD.</p> <p>The total amount of Goods and Services Tax MUST be shown separately.</p>

INSTRUCTIONS FOR BIDDERS

- If more projects are included in the proposal than the number stipulated in a requirement, DFATD will only consider the specified number in order of presentation.
- The terms **at least** or **minimum** represent the minimal expectations of a requirement. No points will be given if the minimal expectation is not demonstrated.

DEFINITIONS

For the purpose of this RFP, the following definitions apply to the requirements:

- **Developing Country (ies):** includes any country (ies) and territories listed in the OECD DAC list of ODA Recipients. It is available on the following webpage:
<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>
- **International Development Assistance Stakeholder(s):** includes the following types of organizations involved in International Development: Civil Society Organizations (CSO's); the private sector; multilateral organizations; donors; research community; international financial institutions (IFIs); as well as local or host-country governments.
- **International Development Project:** relates to a project whose mandate is to support the achievement of the sustainable development goals (SDGs) in Developing Countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.
- **Stakeholders:** Government, other donors, non-government organizations, international organizations.



2. Mandatory Criteria

- a) The bid **MUST** meet the mandatory criteria specified below; and
- b) Bids, which fail to meet the mandatory criteria, will be declared non-responsive.

Mandatory Criteria		
No.	Mandatory Criteria	Reference to Proposal <small>(Please indicate section and page number, if applicable)</small>
M1	<p>The Bidder MUST propose one (1) Project Manager, one (1) Assistant Project Manager, AND one (1) Financial and Administrative Officer:</p> <ol style="list-style-type: none"> 1. The Project Manager (Based in Burkina Faso) MUST have a minimum of 10 years of experience as a Project Manager. 2. The Assistant Project Manager (Based in Benin) MUST have a minimum of 5 years of experience as an Assistant Project Manager or Project Manager. 3. The Financial and Administrative Officer (Based in Burkina Faso) MUST have a minimum of 5 years of experience as a Finance Officer. 	

3. Rated Technical Criteria

The Bidder **MUST** provide information in sufficient detail to demonstrate how they meet or how their proposed resource(s) meet the experience requirements. Bidders are advised that only listing experience without providing any supporting information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP and/or SoW, will not be considered "demonstrated" for the purposes of this evaluation.

Point Rated Technical Criteria				
No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>
A. RESOURCES				
Project Manager (Based in Burkina Faso) AND Assistant Project Manager (Based in Benin)				
The requirements RT1 to RT4 are to be demonstrated for both above-proposed resources, SEPARATELY.				
RT1	Academic Qualifications			
RT1.1	<p>Education</p> <p>The Bidder should provide the proposed Project Manager's AND the proposed Assistant Project Manager's highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> • "relevant discipline" is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences. • "recognized educational institution" is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training. • A copy of the stated proof of education MUST be provided with the proposal. <p>Canada will only take into account programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause A3010T (2010-08-16), the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution.</p>	<p>Maximum 12 points per resource</p> <ul style="list-style-type: none"> • Post-graduate degree (i.e. higher than bachelor): 8 points • Undergraduate degree (i.e. bachelor OR equivalent): 2 points per degree, maximum 2 degrees 	<p>Project Manager</p> <p>/12</p> <p>Assistant Project Manager</p> <p>/12</p>	



Point Rated Technical Criteria																																												
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A. RESOURCES																																												
Project Manager (Based in Burkina Faso) <u>AND</u> Assistant Project Manager (Based in Benin) The requirements RT1 to RT2 are to be demonstrated for both above-proposed resources, <u>SEPARATELY</u> .																																												
RT1.2	<p><u>Additional Training</u></p> <p>The Bidder should provide the proposed Project Manager's AND the proposed Assistant Project Manager's additional courses, certificates, and/or diplomas not part of the education evaluated in RT1.1 in one of the following fields:</p> <ol style="list-style-type: none">1. Project management (PMP Certification);2. Public administration;3. International development;4. Results-based management;5. Human resources management;6. Conflict management;7. Financial management;8. Capacity building or coaching approach;9. Gender equality or gender sensitivity training. <p>For the purpose of this criterion:</p> <ul style="list-style-type: none">• "recognized educational institution" is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training.• A copy of each stated proof of additional training MUST be provided with the proposal. <p>Canada will only take into account programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause A3010T (2010-08-16), the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution.</p>	<p>Maximum 18 points per resource</p> <p>Additional Training - 2 points per additional training (1 through 9) for a maximum of 18 points</p> <p><u>Project Manager</u></p> <table border="1"><thead><tr><th>#</th><th>Indicate Page of Stated Proof</th></tr></thead><tbody><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr><tr><td>4</td><td></td></tr><tr><td>5</td><td></td></tr><tr><td>6</td><td></td></tr><tr><td>7</td><td></td></tr><tr><td>8</td><td></td></tr><tr><td>9</td><td></td></tr></tbody></table> <p><u>Assistant Project Manager</u></p> <table border="1"><thead><tr><th>#</th><th>Indicate Page of Stated Proof</th></tr></thead><tbody><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr><tr><td>4</td><td></td></tr><tr><td>5</td><td></td></tr><tr><td>6</td><td></td></tr><tr><td>7</td><td></td></tr><tr><td>8</td><td></td></tr><tr><td>9</td><td></td></tr></tbody></table>	#	Indicate Page of Stated Proof	1		2		3		4		5		6		7		8		9		#	Indicate Page of Stated Proof	1		2		3		4		5		6		7		8		9		<p>Project Manager</p> <p>/18</p> <p>Assistant Project Manager</p> <p>/18</p>	
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A. RESOURCES																																
Project Manager (Based in Burkina Faso) and Assistant Project Manager (Based in Benin)																																
RT2	<p>The Bidder should describe the proposed Project Manager AND the proposed Assistant Project Manager's experience in managing projects. The resources experience MUST be described separately and must only be described using two (2) completed project descriptions per proposed resource.</p> <p>NOTE: The projects MUST have been completed on or after January 1st, 2009</p>																															
RT2.1	<p>Demonstrated Project Management Experience</p> <p>The Bidder should demonstrate and summarize the tasks performed by the proposed Project Manager AND the proposed Assistant Project Manager for tasks performed within the two (2) completed projects submitted.</p> <p>3 points will be awarded per task below:</p> <ol style="list-style-type: none"> 1. Preparing project documents, including Operating Procedures Manual and Annual Work Plans; 2. Ensuring quality and management oversight of all services delivered within the project; 3. Planning and coordinating administrative, financial and logistics management services provided under the project; 4. Communicating with government authorities or their representatives and other relevant project stakeholders; 5. Ensuring cost-effectiveness of services delivered within the project; 6. Ensuring the effective management of internal monitoring of project progress and results, including dealing with project issues and problems as they arise. 	<p>Maximum 18 points per resource</p> <p>Project Manager</p> <table border="1"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> </tbody> </table> <p>Assistant Project Manager</p> <table border="1"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		6		#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		6		<p>Project Manager</p> <p>/18</p> <p>Assistant Project Manager</p> <p>/18</p>	
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RT2.2	<p>The Bidder should demonstrate that the proposed Project Manager AND the proposed Assistant Project Manager have experience working with different types of International Development Assistance Stakeholders.</p> <p>Stakeholders: Government, other donors, non-government organizations, international organizations.</p>	<p>Maximum 5 points per resource</p> <ul style="list-style-type: none"> • Less than 2 different types of organizations: 0 points • 2 different types of organizations: 2 points • 3 different types of organizations: 3 points • 4 different types of organizations or more: 5 points 	<p>Project Manager</p> <p>/5</p> <p>Assistant Project Manager</p> <p>/5</p>																													



Point Rated Technical Criteria				
No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>
A. RESOURCES				
RT2	Project Manager (Based in Burkina Faso) and Assistant Project Manager (Based in Benin)			
	<p>The Bidder should describe the proposed Project Manager AND the proposed Assistant Project Manager's experience in managing projects. The resources experience MUST be described separately and must only be described using two (2) completed project descriptions per proposed resource.</p> <p>NOTE: The projects MUST have been completed on or after January 1st, 2009</p>			
RT2.3	<p>Project Management Experience - TIME</p> <p>The Bidder should provide a maximum of two (2) completed project(s) per resource that demonstrates the timeline in which the proposed Project Manager AND the proposed Assistant Project Manager managed the project, for each project submitted.</p> <p>The timeline for each project will be evaluated cumulatively should more than one (1) project be submitted.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted - for each Project.</p> <p>NOTE: Months where projects overlap will be counted only once.</p>	<p>Maximum 9 points per resource</p> <p>Points will be awarded based on the demonstrated time, as follows:</p> <ul style="list-style-type: none"> • From 12 months to less than 36 months: 2 points; • From 36 months to less than 60 months: 4 points; • 60 months or longer: 6 points. <p>An additional 3 points for at least 12 months cumulative in-country experience in Burkina Faso or Benin.</p>	<p>Project Manager</p> <p>/6</p> <p>Assistant Project Manager</p> <p>/6</p> <p>Project Manager</p> <p>/3</p> <p>Assistant Project Manager</p> <p>/3</p>	



Point Rated Technical Criteria				
No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>
A. RESOURCES				
Financial and Administrative Officer (Based in Burkina Faso)				
The Bidder should describe the proposed Financial and Administrative Officer's experience. The experience must only be described using two (2) completed project descriptions .				
NOTE: The projects MUST have been completed on or after January 1st, 2009 .				
RT3	Academic Qualifications			
RT3.1	<p><u>Education</u></p> <p>The Bidder should provide the proposed Financial and Administrative Officer's highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> • "relevant discipline" is defined as a discipline related to business, finance, accounting or management. • "recognized educational institution" is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training. • A copy of each stated proof of education MUST be provided with the proposal. <p>Canada will only take into account programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause A3010T (2010-08-16) the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution.</p>	<p>Maximum 5 points</p> <ul style="list-style-type: none"> • Post-graduate degree (i.e. higher than bachelor): 5 points • Undergraduate degree (i.e. bachelor OR equivalent): 3 points 	/5	
RT3.2	<p><u>Professional Designation or Certification</u></p> <p>The Bidder should provide the proposed Financial and Administrative Officer's Professional certification/designation (e.g. Certified public accountant (CPA), Certified general accountant (CGA), Chartered Financial Analyst (CFA), etc.) in accounting or finance.</p> <ul style="list-style-type: none"> • The stated proof of the valid designation or certification MUST be provided with the proposal. 	<p>Maximum 5 points</p> <p>Valid professional designation or certification: 5 points</p>	/5	



Point Rated Technical Criteria																
No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>												
Financial and Administrative Officer (Based in Burkina Faso)																
<p>The Bidder should describe the proposed Financial and Administrative Officer’s experience. The experience must only be described using two (2) completed project descriptions.</p> <p>NOTE: The projects MUST have been completed on or after January 1st, 2009.</p>																
RT3	Academic Qualifications															
RT3.3	<p><u>Additional Training</u></p> <p>The Bidder should provide the proposed Financial and Administrative Officer’s additional courses, certificates, and/or diplomas not part of the education evaluated in RT3.1 in one of the following fields:</p> <ol style="list-style-type: none"> 1. Project management (PMP Certification); 2. Public administration; 3. Results-based management; 4. Human resources management; 5. Other fields relevant to the functions of this position. <p>For the purpose of this criterion:</p> <p>“recognized educational institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training.</p> <p>A copy of each stated proof of additional training MUST be provided with the proposal.</p> <p>Canada will only take into account programs of study that the proposed resource has successfully completed at the time of bid closing. Subject to 5.2.3.2 Education and Experience – SACC Manual clause A3010T (2010-08-16) the contractor is responsible of ensuring that a degree, designation or certification presented was issued by a recognized educational institution.</p>	<p style="text-align: center;">Maximum 10 points</p> <p>Additional Training - 2 points per additional training (1 through 5) for a maximum of 10 points</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 95%;">Indicate Page – Stated Proof</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td></tr> </tbody> </table>	#	Indicate Page – Stated Proof	1		2		3		4		5		/10	
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Point Rated Technical Criteria				
No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal (Indicate section & page number, if applicable)

Financial and Administrative Officer (Based in Burkina Faso)

The Bidder should describe the proposed **Financial and Administrative Officer's** experience. The experience must only be described using **two (2) completed project descriptions**.

NOTE: The projects **MUST** have been completed on or after **January 1st, 2009**.

RT3	Academic Qualifications													
RT3.4	<p>Demonstrated Financial and Administrative Officer's Experience</p> <p>The Bidder should demonstrate and summarize the tasks performed by the proposed Financial and Administrative Officer's for tasks performed within the two (2) completed projects submitted.</p> <p>3 points will be awarded per task below.</p> <ol style="list-style-type: none"> Managing and monitoring the project related expenditure in accordance with approved project budget in order to ensure that project financial data are maintained in an accurate and timely manner; Reviewing financial reports; Administering the provision of logistical services, such as arranging vehicle rental, travel arrangements, event and mission planning and management; Developing and maintaining record keeping and filing system. 	<p>Maximum 12 points</p> <p>Financial and Administrative Officer</p> <table border="1"> <thead> <tr> <th>#</th> <th>Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4			
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Point Rated Technical Criteria																								
No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>																				
B. BIDDER'S EXPERIENCE																								
Experience Providing Similar Services																								
<p>The Bidder should provide two (2) completed development projects descriptions demonstrating its experience overseeing a development project through its tasks and deliverable of administrative, financial and logistical services.</p> <p>NOTE:</p> <p>The projects MUST have been completed on or after January 1st, 2009; and have an average annual project value of at least \$500,000 CAN (per year).</p> <p>No points will be awarded unless each project submitted meets the above criteria.</p> <p>For the purpose of this requirement, the term 'project' is defined as a contract, mandate, agreement or arrangement signed by the Bidder individually or in a consortium to provide the services.</p>																								
RT4	<p>The Bidder should demonstrate its experience overseeing a development project for tasks performed within the two (2) completed projects descriptions submitted.</p> <p>3 points will be awarded per task in EACH PROJECT. Demonstrate each task by including TWO (2) EXAMPLES:</p> <ol style="list-style-type: none"> 1. Implementing a project; 2. Tracking project progress, including results-based management; 3. Communication with stakeholders; 4. Managing project risks. <p>BONUS: An additional 3 points per project will be awarded should the development project be completed in a fragile and/or conflict-affected country as defined by (World Bank) for the duration of the project.</p> <p>NOTE: Fragile and/or conflict-affected countries MUST be included in the following list (World Bank) to be considered.</p>	<p align="center">Maximum 30 points</p> <table border="1"> <thead> <tr> <th>#</th> <th>Project #1</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>#</th> <th>Project #2</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </tbody> </table>	#	Project #1	1		2		3		4		#	Project #2	1		2		3		4		<p align="center">Project 1:</p> <p align="center">/12</p> <p align="center">Project 2:</p> <p align="center">/12</p> <p align="center">BONUS:</p> <p align="center">/6</p>	
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Sub-Total for A. Resources			/156																					
Sub-Total for B. Bidder's Experience			/30																					



<p style="text-align: center;">Total – Rated Technical Criteria</p> <p>Obtain the required minimum of 111 points (60%) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 186 points</p>	<p style="text-align: center;">/186</p>
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ANNEX "E" - 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)